

# Elle O'Quent

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- Objective** To obtain a position as a technical writer with XYZ Airlines, Inc.
- Education** Embry-Riddle Aeronautical University, Daytona Beach, FL  
**Bachelor of Science in Communication**, April 2007  
GPA: 3.32; Honor Roll, Dean's List
- Work Experience** American Airlines, Dallas-Fort Worth, TX  
**Corporate Communications Intern**, May 2007-September 2007
- Created, updated, and maintained media lists
  - Wrote and edited press releases, media alerts, and standby media statements
  - Assisted in special event coordination and execution
  - Updated AMR Corp. and AA.com web site content
- Daytona Beach Ocean Convention Center, Daytona Beach, FL  
**Marketing Assistant**, September 2003-May 2007
- Created press releases
  - Authored pieces for trade publications
  - Assisted Marketing Director with various research projects
  - Developed marketing campaign for Flagler County Volunteer Firefighters
- Skills** *Public Relations/Communications*
- Brochure design
  - Monthly newsletter publication
  - Signage and posting creation
  - Authored trade publication articles
  - Press release development
  - Annual Industry/Career Expo planning participant
- Computer*
- Macintosh, Windows operating systems
  - Microsoft Word, Excel, PowerPoint, Publisher
  - Lotus Freelance Graphics, Approach
  - CorelDraw
  - Adobe Photoshop
  - Web design & Internet research
- Activities** Editor, Embry-Riddle Avion Newspaper, Embry-Riddle Aeronautical University  
Disc Jockey, WERU Campus Radio, Embry-Riddle Aeronautical University  
Vice President, Delta Mu Delta, Embry-Riddle Aeronautical University  
Peer Mentor, First Year Programs, Embry-Riddle Aeronautical University