

SAMPLE RESUME

MATTIE MEDIA

Philadelphia, PA | Name@lasalle.edu | 123.456.7891 | LinkedIn Link

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Expected May 20XX

Major: **Communication**; Concentration: **Media & Journalism**

- GPA: **3.74** (Major); 3.65 (Overall)
- Awards: Founder's Scholarship, Dean's List Fall 20XX – Spring 20XX

MEDIA EXPERIENCE

La Salle TV, Philadelphia, PA

Student Production Assistant

January 20XX – Present

- Provide technical assistance to station managers, producers, and directors
- Attend events around campus – film both the event and attendees' testimonials/comments
- Assist with campus promotions for Day ONE and the La Salle Day of Giving

6abc, Philadelphia, PA

Programming & Production Intern

Sept. 20XX – December 20XX

- Accompanied field crews on location
- Transcribed tapes and footage for pertinent information to be edited and/or used on the website
- Regularly operated the videotape deck, audio gear, lighting, and microphones
- Maintained the 6abc social media pages and interacted with users by fact checking and addressing community commenters' concerns

WHYY, Philadelphia, PA

Intern – Morning Edition

May 20XX – August 20XX

- Wrote and edited news clips – notably a clip on the *Emergence of Generation Z in College*
- Conducted VOX interviews and collected phone tape
- Utilized Pro Tools to edit audio

WORK EXPERIENCE

La Salle Campus Activities Center (CAC), Philadelphia, PA

Student Manager, Programming Lead

August 20XX – Present

- Supervise and collaborate with the social media team to develop social media content and a marketing plan for all Late Night La Salle (LNL) programs both on social media and around campus.
- Plan alongside supervisor on all weekend LNL programs and supervise assistant managers and student workers.

LEADERSHIP & ACTIVITIES

Residential Student Association Area Board at La Salle, Director of Programming

September 20XX – Present

- Design, develop, publicize and execute events such as holiday parties and a thrift swap clothing drive on campus

T.E.A.M. Lasallians, *Tutor*

August 20XX - Present

SKILLS

Computer: Microsoft Word and Excel, Open Office, SharePoint, Final Cut Pro, iMovie, Virtual DJ software, Adobe Audition, Audacity, Adobe Premier Pro, Adobe After Effects, HootSuite; Score CRM Ticketing Systems

Language: Fluent in French