

# Mary C. Smith

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- Objective** Research assistant for a small magazine publisher.
- Education** **Bachelor of Arts in Journalism**, May 20XX  
State University College at Buffalo, New York  
GPA: 3.1/4.0
- International Exchange**, Spring 20XX  
University of Salamanca, Salamanca, Spain
- Relevant Courses** Feature and Magazine Article Writing      Electronic News Reporting  
Print News Editing      Communication and Web Publishing  
Communication Law      International Communication
- Experience** **Research Assistant Intern**, January 20XX - May 20XX  
M&T Bank Corporation, Buffalo, New York
- Designed questionnaire and analyzed data for pilot group on banking services.
  - Recommended and implemented changes for branch usage analysis.
  - Interpreted computer analysis and wrote follow-up report.
- Copy Editor**, January 20XX - May 20XX  
1300 Elmwood Alumni Magazine, Buffalo, New York
- Answered inquiries in person and over the phone.
  - Designed, typeset, and determined layout of copy.
  - Trained two new copy layout staff members.
- English Tutor**, September 20XX - May 20XX  
Tutorial Resource Center, Buffalo, New York
- Tutored Spanish-speaking students in English.
  - Wrote individual progress reports.
- Campus Activities** **Prizes Chairperson**, Fall 20XX  
Muscular Dystrophy Association Dance Marathon
- Organized and directed the solicitation of prizes from local and national businesses and individual benefactors.
- Local Board Chair**, Fall 20XX  
New York Public Interest Research Group (NYPIRG)
- Maintained NYPIRG campus visibility through press releases for radio and print.
  - Conducted weekly board meetings for nine employees.
  - Represented chapter at United Students' Government meetings and statewide NYPIRG conventions.