

GRACE O'NEILL

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OBJECTIVE To obtain a position as a Public Relations Specialist with a non-profit organization.

EDUCATION **BACHELOR OF ARTS IN HUMANITIES, 5/XX**

State University College at Buffalo, New York

Minor in Creative Studies

Overall GPA: 3.4/4.0

Dean's List 4 semesters

RELEVANT COURSES

Public Relations Writing
Writing for the Professions
Principles of Marketing

Public Relations/Advertising
Creative Approaches to Problem Solving
Creative Leadership through Effective Facilitation

RELATED EXPERIENCE

HOLISTIC HEALTH RESOURCES, Buffalo, New York

Event Planner/Speaker, 3/XX-present

- ◆ Plan and coordinate various community outreach programs, including "Stress Management for the New Millennium" and "Nutrition Alert."
- ◆ Locate and schedule guest speakers for holistic health series.
- ◆ Created agency newsletter, *Lifestyles*, for general public distribution.
- ◆ Control budgetary expenditures for in-house workshops and publications.
- ◆ Represent the agency by speaking at various schools, churches, and hospitals.
- ◆ Increased membership by 15% through mailings and telephone contact.

BUFFALO GENERAL HOSPITAL, Buffalo, New York

Volunteer, Visitation Program, 5/XX-8/XX

- ◆ Initiated a letter-writing campaign with a local high school concerning substance and alcohol abuse among teenagers.
- ◆ Created marketing materials, including a brochure and flyers, to promote the visitation program.
- ◆ Visited and provided companionship to patients, ranging in age from 18-60.

EMPLOYMENT EXPERIENCE

STATE UNIVERSITY COLLEGE AT BUFFALO, NEW YORK

Student Orientation Assistant, Orientation Office, 7/XX-10/XX

- ◆ Conducted orientation information sessions with groups of over 100 incoming students.
- ◆ Acted as an institution representative and resource person while interacting with new students and their parents.

WORDWISE, Williamsville, New York

Freelance Editor, 2/XX-9/XX

- ◆ Edited non-fiction articles and manuscripts for grammatical errors.
- ◆ Suggested titles and communicated additional ideas to authors.

COMPUTER SKILLS

- ◆ Microsoft Publisher
- ◆ Microsoft Excel
- ◆ Microsoft Word
- ◆ Quark Express
- ◆ Pagemaker

REFERENCES Available upon request.