

Nicole L. Newman

100 W. Union St.
Athens, Ohio 45701
740-589-0000

OUteachers@server.com

759 Johnson Rd.
Huron, Ohio 44839
419-555-9768

EDUCATION

Ohio University, Athens, Ohio

Bachelor of Science in Education, June 2006

Major: Early Childhood Education

Certifications: Reading Endorsement K-12 (Effective September 2005)

GPA: 3.6

CLASSROOM EXPERIENCE

Chauncey Elementary School, Chauncey, Ohio

Student Teacher, 9/05-11/05

- Followed curriculum guidelines to develop and implement a science unit.
- Communicated with parents through parent-teacher conferences.
- Used digital camera and related technology to create a classroom calendar.

Kids on Campus, Ohio University

Substitute Teacher, 6/05-8/05

- Worked as a substitute teacher for the summer institute.
- Developed age-appropriate lesson plans and activities.

Ohio University—Chauncey Literacy Partnership

Partnership Student, Academic Year 2004-2005

- Completed 450 hours in Early Childhood placement.
- Designed and implemented lessons in Kindergarten, First, and Second grades.
- Completed methods coursework and all coursework for K-12 Reading Endorsement.
- Worked with at-risk students.

READING EXPERIENCE

Kappa Delta Pi, Ohio University

Chair of the Reading is FUNdamental Committee

- Participated in the library lock-in 5/05.
- Organized a lock-in for 150 area students held 4/05.
- Developed literacy activities and arranged sponsors for the lock-in.

Family Library Night, Chauncey Elementary

Student Teacher, 9/04-11/04

- Assisted with planning and managing family literacy nights.
- Organized materials and activities.

Kids on Campus, Ohio University

Reading Tutor, 6/04-8/04

- Worked as a reading tutor to develop and implement lesson plans.
- Worked one-on-one with struggling readers.

Ohio University—Chauncey Literacy Partnership

Reading Tutor, Academic Year 2004-2005

- Worked 40 hours with a struggling second-grade student.
- Diagnosed reading problems using various tests.
- Utilized activities and games to remediate reading problems.

**RELATED
EXPERIENCE**

Church of the Good Shepherd, Athens, Ohio

Nursery School Coordinator, 9/04-Present

- Supervise toddler and preschool children.
- Design and implement age-appropriate activities.

Chauncey Elementary School, Chauncey, Ohio

Personal Aide, 11/03-1/04

- Worked one-on-one with a kindergarten student to improve student behavior.

Amerihost Pool, Athens, Ohio

Swim Instructor, 3/03-6/03

- Taught individual swimming lessons.
- Developed and implemented strategies to teach swimming.

**PROFESSIONAL
MEMBERSHIPS**

Kappa Delta Pi, International Honor Society in Education

Chair of the Reading is FUNdamental Committee, 2004-2005

- Completed over 50 hours of community service during activation.
- Worked 20 hours in a second/third grade multi-age class.
- Organized community service opportunities for new pledges.

Dean's Undergraduate Student Advisory Council

Secretary, Academic Year 2003-2004

- Assisted with designing surveys for student body in the College of Education.
- Collected data and wrote reports of student concerns.
- Submitted reports to the Dean of the College of Education.

HONORS

Selective Scholarship for Full Tuition

Delta Kappa Gamma Teaching Scholarship

Harold and Sarah Welker Service to Teaching Award

**ADDITIONAL
EXPERIENCE**

Various Positions while attending College, 9/02-6/06

Resident Assistant, Office Assistant, Research Assistant, Lifeguard, Swim Instructor, Personal Aide, Personal Tutor, Reading Tutor, Nursery Coordinator

**COMPUTER
EXPERIENCE**

Microsoft Office, Excel, PowerPoint, HyperStudio, KidPix, Claris Works, Quattro Pro

Meghan L. McClain

Permanent: 2715 Regents Park Lane Hudson, OH 44236

330.555.2165

Current: 27 W. Union Street Athens, OH 45701

740.555.7023

melissa.mcclain@myserver.com

CAREER OBJECTIVE

To obtain a career position in new media and design utilizing the following skills:

Interactive Media	Digital Imaging
Web Design	Page Layout
Audio / Video Production	Informational Graphics

EDUCATION

Ohio University – Athens, OH

Bachelor of Science in Visual Communication

- INTERACTIVE MULTIMEDIA Major GPA 3.8 / 4.0

- BUSINESS ADMINISTRATION Minor GPA 3.9 / 4.0

- MARKETING & ADVERTISING Specialization

Expected Graduation: June 2006

EXPERIENCE

WEBMASTER, Dawn to Dusk: Hocking Hills – Athens, Ohio 2004 – Present

- * Co-leader of the website for the School of Visual Communication's annual documentary project.
- * Work on a team and delegate responsibility.
- * Edit, critique, and present work to professors.
- * Maintain and update site when needed.

COURSE INSTRUCTOR, Ohio University – Athens, Ohio 2004 – Present

- * UC125 "The Freshman Experience" Freshman seminar course.
- * Clearly communicate course objectives to 16 first-year students.
- * Facilitate discussion, evaluate student performance, and create lesson plans.
- * Attend and participate in weekly meetings with supervisors and other instructors.

RESIDENT ASSISTANT Ohio University – Athens, Ohio 2003 – 2004

- * Responsible for a community of 35 female, first-year students.
- * Act as a referral, reference person, and counselor to residents.
- * Process and distribute University paperwork (i.e. documentation of violations).
- * Enforce University procedures and policies.
- * Plan, implement and evaluate staff and University programs.
- * Work as a team member to determine and achieve goals.

COMPUTER SKILLS

Adobe Photoshop
 Adobe Premiere
 Adobe ImageReady
 Microsoft Office
 Macromedia Freehand
 Macromedia Dreamweaver
 Macromedia Fireworks
 Quark Xpress
 Final Cut Pro

HONORS & AWARDS

College of Communication Dean's Scholarship	
Junior Year	2004 – 2005
Sophomore Year	2003 – 2004
Highest Chapter G.P.A	
Alpha Omicron Pi	2003 – 2004
Alpha Lambda Delta – Freshman Honor Society	
Inducted Spring 2001	
Dean's List 7/7 quarters	

ACTIVITIES & ORGANIZATIONS

ALPHA OMICRON PI – Social Sorority	
* Open Recruitment Chair	2005 – 2006
* Executive Recruitment Committee	2005
* VICE PRESIDENT of Academic Development	2004 – 2005
* Leaders Council	2004 – 2005
AMERICAN INSTITUTE GRAPHIC ARTISTS	
* Cleveland Chapter Member	2004 -
Present	
OHIO UNIVERSITY MULTIMEDIA SOCIETY	
* Active Member	2004– Present
VOLUNTEER WORK	
* Camp Rotan Cleanup	2004
* Sociology Tutor to International Student	2003
* American Cancer Society's Relay For Life	2003
* Goodworks	2002

PORTFOLIO

Print portfolio available upon request.

* Digital portfolio can be viewed on web site.

<http://oak.cats.ohiou.edu/~mm000000/personal>

**CARLEY
HAGGERTY**
chaggerty@server.com

Campus Address:
123 Main St. #6
Athens, OH 45701
740.593.0000

Permanent Address:
2749 Woodland Dr.
Cleveland, OH 44121
216.255.0000

EDUCATION

OHIO UNIVERSITY, Athens, OH
Bachelor of Business Administration, June 2006
Major: Marketing
Bachelor of Science in Human and Consumer Sciences, June 2005
Major: Interior Architecture
GPA: 3.4/4.0
Financed 50% of college education

STUDY ABROAD

American Intercontinental University, London, Summer 2004
Studied: Architecture, International Business, Art History

HONORS

Dean's List, Golden Key International Honor Society

**INTERNSHIP
EXPERIENCE**

Kaczmar Architects Incorporated, Cleveland, OH
Interior Design/Architecture, December 2005

- Designed and launched new website to be used as marketing tool.
- Worked with team to modify a set of working drawings.
- Prepared drawings for client presentation in order to obtain project approval.

Spectrum Design Services, Cleveland, OH
Interior Design, December 2004

- Wrote specification booklets to learn about various standards and code requirements.
- Evaluated products for potential use in projects.
- Assembled product sample boards to sell design concept to client.

**TEAM-BASED
PROJECTS**

Eva Maddox Associates Joint Studio, Fall 2005
Studio with Chicago-based design firm to gain experience working with practitioners.

- Served as project manager to team of six responsible for design of virtual showroom for Haworth Furniture.
- Collaborated with other teams to create unified company image for Haworth Furniture.
- Participated in weekly critiques through the use of distance communication software.
- Traveled to Chicago to participate in design charrette with Eva Maddox Associates.

Ohio University Business Context Integrated Cluster, Spring 2004

- Worked in team of five to create a business plan for new and innovative e-business.
- Cooperated with team members to identify the undecided constituents and determine the important issues for George W. Bush to focus on for 2004 Presidential Election.

**COMPUTER
SKILLS**

IBM, Macintosh, Microsoft Word, Access, Excel, PowerPoint, SPSS, AutoCAD, Form-Z, Dreamweaver, Photoshop

ACTIVITIES

Interior Design Group (President and Vice President), Pi Beta Phi Sorority (Awards Committee Chair, Sib's Weekend Chair), International Business Society, Women's Panhellenic Association, Judiciary Board

Katherine L. Williams
klwillia@server.com

248 McMahon Street

Circleville, OH 45326

(740) 555-9876

CAREER GOAL

A position in **Sales/Sales Management** utilizing business education and strong customer service skills.

BACKGROUND SUMMARY

Sales and Marketing

- Over five years of experience in various sales positions.
- Conducted research to design successfully and implement marketing plans.
- Completed extensive sales training program: Licensed Insurance Agent.

Supervision and Management

- Experienced in interviewing and hiring applicants.
- Provided training and supervision to crew members in a service-oriented environment.
- Supervised total operations, including opening and closing of businesses.
- Managed and evaluated employees' overall performance.
- Serve as a trainer for adult Scout Leaders.

Financial and Records Management

- Utilized WordPerfect and Lotus to initiate and update contracts and to reconcile collections and deposits.
- Balanced, recorded, and deposited receipts.
- Prepared monthly budgets and cost projections.

EDUCATION

OHIO UNIVERSITY Chillicothe, OH
Associate Degree in Applied Business, June 2006
Business Management Technology, including Real Estate Option
G.P.A. 3.2

EXPERIENCE **7/03 – Present**

CAREERS IN PROGRESS, INC. Columbus, OH
Instructor

5/02 – Present

PROGRESSIVE PROPERTY MANAGEMENT Circleville, OH
Resident Manager, Arch-Elm Apartments

6/00– 5/02

MCDONALD'S RESTAURANT Chillicothe, OH
Junior Manager

COMPUTERS

Excel, Lotus, dBase, Microsoft Word, WordPerfect

ACTIVITIES

- President, Students in Free Enterprise, Ohio University-Chillicothe
-Volunteer girl's softball coach

Address
1607 Bentley Road
Marion, Ohio 43302

**Jennifer L.
Holbert**

Contact Information
(740) 555-2610
jenniferlholbert@web.com

EDUCATION

Ohio University, Athens, Ohio
Bachelor of Science in Communication, June 2006
Major: Communication Studies
Major Track: Organizational Communication
Related Area: Human Resource Management
GPA: 3.75/4.0

RELEVANT EXPERIENCE

Whirlpool Corporation, Marion, Ohio
Communication and Human Resource Intern
Summer 2005

- Assisted coordination of Whirlpool's product research Customer Panel, such as contacted customers to participate on the Panel, arranged rooms, planned meals, gathered supplies, submitted an agenda, handled invitations, and wrote newsletter articles surrounding the event
- Assisted with the annual employee appreciation event
- Brainstormed ideas for Whirlpool's 50th Anniversary Celebration and coordinated initial plans
- Created a calendar of events for the year 2005
- Interviewed employees for special newsletter articles
- Wrote articles for Whirlpool's newsletter
- Assisted with the production and editing of Whirlpool's daily newsletter

Ohio University School of Communication, Athens, Ohio
Practicum/ Project Team
Winter 2005

- Worked in a team-based setting to assist a "real life" client
- Conducted communication audit of the College of Medicine, including such tasks as created interview questions, arranged and conducted interviews with employees, revised surveys from past audit, distributed surveys to all employees, examined common themes in the interviews, ran data from returned surveys, conducted tests to find areas of probable concern, brainstormed recommendations to combat the areas of probable concern, and presented final data and themes to a board from the College of Medicine
- Combined final results into a Report and PowerPoint that was presented and given to the College of Medicine
- Answered questions from the College of Medicine board

COLLEGE INVOLVEMENT

Lambda Pi Eta Scholarship Officer, Ohio University

2005-2006

- Coordinated and executed new member induction ceremony, such as tapped and emailed candidates, secured venue, delegated tasks to other officers, decided and handled all décor, oversaw program design, secured guest speaker, wrote officer script, and produced event
- Attended and actively participated in all business meetings and officer meetings

Alpha Omicron Pi International Sorority, Ohio University

2002-2005

- Held the office of Corresponding Secretary and met weekly with Leaders Cabinet
- Participated in sorority and Greek Community functions, including Greek Week events, food drives, penny wars, serving lunch at middle schools, and Homecoming events
- Actively involved with supporting our National Philanthropy and local community
- Interacted with the Greek Community to keep the communication channels open
- Raised funds to aid Juvenile Arthritis Research through the Men of Ohio Calendar

HONORS & AWARDS

Dean's List - 12/12 quarters

Nominated for the Golden Key Honorary Society

Scholarship Officer in Lambda Pi Eta, Communication Honor Society

WORK EXPERIENCE

Bath and Body Works, Marion, Ohio

2001-Present

- Top salesperson for gift-sets over the holiday season
- Top advisor for our store
- Designed and arranged floor sets
- Assisted customers with their purchases
- Volunteered to be the employee on call

Old Navy, Marion, Ohio

Summer 2003

- Employee of the week in July 2003
- Persuaded customers to open an Old Navy account
- Assisted customers with purchases and straightened store

COMPUTER SKILLS

Skilled with Microsoft Word, Excel, PowerPoint, Publisher, and Internet Explorer

RELEVANT COURSEWORK

Public Speaking, Group Discussion, Interpersonal Relationships, Organizational Communication, Interviewing, Persuasion, Empirical Research, Conference Planning, Campaigning, Human Resource Management, Employment Laws, Employee Relations, Marketing Principles, Professional Selling Techniques, Organizational Behavior, Management

Katherine E. Brown

Current Address:
25 N. Congress St. #8
Athens, OH 45701
(740) 707-0000

Katherine_Brown@server.com

Permanent Address:
1364 State Route 211
Tipp City, OH
(937) 555-1234

EDUCATION:

OHIO UNIVERSITY, Athens, OH
Bachelor of Science in Human and Consumer Sciences, June 2005
Major: Retail Merchandising GPA: 3.01
Concentration: Business

RELATED EXPERIENCE:

KATE SPADE, New York, New York
Production Intern October 2004-December 2004

- Communicated with overseas factories.
- Measured in production samples.
- Practiced advanced Excel skills.
- Designed hardware library.
- Learned Macola.

STEWART-MACDONALD, Athens, Ohio
Telephone Service Representative July 2003-May 2004

- Completed extensive training period.
- Assisted customers on phone.
- Entered new catalog requests to customer data base.
- Processed mail orders.

ABERCROMBIE KIDS, Beavercreek, OH
Brand Rep June 2000 -December 2002

- Helped customers with clothing.
- Prepared new displays, dressed mannequins.
- Arranged wall closets for new merchandise.

HEYMAN TALENT, Cincinnati, OH
Talent January 1999-December 2002

- Acted in commercials, posed in print ads.
- Participated in Christina Perrin benefit show.

ONE UP!, Milan, Italy
Model June 1998

- Worked in fashion industry.
- Modeled in runway and print.

WORK EXPERIENCE:

HONEYCREEK HOLSTEINS, Tipp City, OH July 1999-December 2004
Milk Manager

- Managed the production of 10,000 lbs. of milk daily.
- Supervised business administration.

COMPUTER SKILLS: Macola, Microsoft Access, Excel, Power Point, Word, and Works.

Erin K. Quinn

EDUCATION

Ohio University

Athens, Ohio

Bachelor of Science in Communication

Major: Communication Studies

Related Areas: Marketing and Public Relations

Graduation Date: June 2005

Major GPA: 3.4 Dean's List

INTERNSHIP EXPERIENCE

Clear Channel Communications

Pittsburgh, PA

Sales Intern

Winter 2004

- Wrote and transcribed commercial spots for clients of 94.5 3WS, WDVE, KISS FM 96.1.
- Created databases to highlight and generate awareness of prospective radio buyers.

PSSI Stadium Corp.

Pittsburgh, PA

Event Operations Intern

Summer 2004

- Assisted with Heinz Field events: Rib Fest, Champion's world soccer game and preseason Steelers' games.
- Helped with employee training, including coordinating sessions and preparing materials.
- Worked with Guest Services department during events to resolve guest issues and discord.
- Covered main switchboard and administrative desk for Director of Stadium Management.

TMG Public Relations

New York, NY

Intern

Summer 2003

- Assisted with the creation of press kits and releases, VNR's and PSA's.
- Researched, edited and media monitored for various projects, including CitiBank's Credit-ED.
- Designed and implemented protocol for future interns to use when pitching stories to editors.
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Forum Health

Warren, OH

Human Resources Intern

Summer 2002

- Verified insurance forms and COBRAed those no longer eligible for coverage.
- Assisted with personnel action forms, while maintaining current databases.

Cleveland Force (formerly Cleveland Crunch)

Cleveland, OH

Promotions/Operations Intern

Winter 2001-2002

- Assisted VP of Communications & Creative Services with promotions and event operations, including dressing in costumes, assisting with autographs and interacting with audiences.
- Coordinated Pre-game Birthday parties for children.

Erin K. Quinn, 2

COLLEGE INVOLVEMENT

Lambda Pi Eta College of Communication Honor Fraternity Ohio University
Public Relations Chair
April 2004–June 2005

- Publicize and coordinate events to enrich relations between students and faculty.
- Inform undergraduates of organization; create excitement about membership into LPE.

Alpha Omicron Pi-Omega Upsilon Chapter Ohio University
Public Relations Chair
Continuous Open Recruitment Chair
Leader's Council Member
2002-2004

- Portray AOII and Greek Life in positive light while recruiting potential new members.
- Co-produce quarterly Greek Meridian (newspaper solely highlighting OU Greek Life).
- Create and implement publicity programs for recruitment, philanthropic events and functions.

Ohio University National PhonATHon Ohio University
Alumni Relations Student Ambassador
August 2003–April 2004

- Build rapport among OU alumni and parents while soliciting funds for Bicentennial Campaign.
- Update records and maintain current databases.

Ohio University School of Telecommunications Athens, Ohio
Program to Aid Career Exploration (PACE)
2001-June 2005

- Coordinate TCOM banquets and seminars, including event scheduling, room bookings.
- Provide tours of Radio and Television Building to potential undergraduates.

Member of Public Relations Student Society of America
2001-June 2005

- Winner of 2002 Outstanding PRSA/PRSSA Chapter Relationship Award

Member of Association for Women in Communication
2001-June 2005

SKILLS

Internet Explorer, Microsoft Word, Excel, Access, Publisher and PowerPoint, Adobe Photoshop and Quark Xpress

750 James Court Canonsburg, PA 15317 330-000-0000 eq111111@ohio.edu