

ROBIN A. SMITH

2233 Elm Dr * Cedar Falls, IA 50613 * (319)555-5555
smithr5555@uni.edu

OBJECTIVE

Seeking spring 2008 internship through the University of Northern Iowa's Co-op/Internship Program. As a public relations major, immediate goal is to gain practical work experience to further develop writing skills. Interested in writing press releases, designing press kits, writing newsletters, and working on special projects. Open to other public relations related opportunities.

EDUCATION AND ACTIVITIES

University of Northern Iowa Cedar Falls, IA
Communications/Public Relations, BA degree Graduation: 12/08

- Junior. Overall GPA: 3.2; Major GPA: 3.4
- Member of PRSSA and PRISMS (public relations organizations)
- Represented UNI at 2007 PRSSA Regional Conference
- Served as social chair for residence hall
- Special Olympics volunteer

Waldorf College Forest City, IA
English, AA degree GPA: 2.8 08/04 to 05/06

EXPERIENCE

Wal-Mart Cedar Falls, IA
Sales Associate, Sports Department 01/07 to present

- Working knowledge of retail business
- Developed and use skills in communication, product knowledge, customer service, and team work
- Sales Associate of the month, May 2007

Welter Communication Des Moines, IA
Secretarial Assistant 10 hours/week 05/06 to 08/06

- Organized office materials
- Used computer to update databases and write memos
- Gained knowledge of operation of communications business

Des Moines Historical Society Des Moines, IA
Volunteer 20 hours/week Summers 2004 and 2005

- Assisted curator in displays of new exhibits
- Greeted visitors and explained the various displays
- Helped design "Early Settlers of Des Moines" show

COMPUTER SKILLS

- Working knowledge of QuarkXPress
- Proficient with MS Word
- Basic understanding of MS Excel