

SHANNON HORN

3206 University Dr. Apt. K-1
Cedar Falls, IA 50613

horn22@uni.edu
(319) 239-0716

OBJECTIVE

Dedicated, organized, and detail-oriented college student seeking a summer internship in the fast paced world of Graphic Communications with the possibility of full-time employment upon completion.

EDUCATION

University of Northern Iowa, Cedar Falls, Iowa

Major: Graphic Communications.
Cumulative GPA: 3.92.

Expected graduation: Summer '08

August '05 – Present

Iowa Central Community College, Webster City, Iowa

Postsecondary work in conjunction with high school classes.
GPA: 4.0.

August '03 – May '05

Northeast Hamilton High School, Blairsburg, Iowa

Salutatorian, Senior Class Vice President, Yearbook Editor.
GPA: 3.97.

Graduated May '05

August '02 – May '05

WORK EXPERIENCE

UNI Credit Union

Teller/Member Services Representative

- Duties: handling money, customer service, creating forms, creating budget spreadsheets.
- Skills: using Adobe Designer to create “fill and print” forms, layout of spreadsheets used for budget purposes, and counting money.

June '07 – Present

Institute for Educational Leadership, University of Northern Iowa

Office Manager/Event Coordinator

- Duties: filing, creating and revising documents, planning events and organizing meetings, designing seminar booklets, liaison with printers.
- Skills: preparing documents for print, creating brochures, creating booklets, and creating a bi-monthly informational e-mail newsletter.

January '06 – Present

Northern Iowan Newspaper, University of Northern Iowa

Typesetter

- Duties: design the layout of classified section of the bi-weekly campus newspaper. Compose new ads.
- Skills: create “filler ads” if necessary, layout objects within given parameters while making the page(s) visually pleasing.

March '06 – Present

Web Designer

- Duties: place news stories on the Northern Iowan website twice a week.
- Skills: organization, web knowledge.

Kmart, Webster City, Iowa

Cashier, Customer Service Representative

- Duties: helping customers, stocking shelves, inventory.
- Skills: dealing with customer requests, interpersonal customer interactions, inventory control and replenishment.

June '04 – August '05

COMPUTER SKILLS

Cross-platform with MAC and PC.

Applications include: Microsoft Office, FrontPage 98, Macromedia Suite 8, Adobe CS2, QuarkXPress 6.5, PageMaker.

REFERENCES

Available upon request.