

Matthew Robert Smith

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OBJECTIVE

Internship position with a local magazine, contributing my educational background and career interest in the journalism field.

EDUCATION

Virginia Wesleyan College, Norfolk, VA, Anticipated Graduation, May 2010

Bachelor of Arts in Communications

Cumulative GPA: 3.6

Honors and Awards: Dean's List (3 semesters); Member of the Honors & Scholars Program

Relevant Courses: Introduction to Journalism, Journalism Workshop, Design & Editing, Creative Nonfiction, Introduction to Business, Media Law

EXPERIENCE

Library Assistant, Virginia Wesleyan College Hofheimer Library, January 2007-present

- Assist patrons in locating resources
- Organize and shelve books in a systematic manner

Lifeguard, Milford Country Club, Garden City, NY, Summers 2005-2007

- Supervised three lifeguards
- Coordinated lifeguard schedules
- Trained in CPR and Red Cross procedures
- Wrote a training manual for new lifeguards

SKILLS

Computer: Proficient in Microsoft Word, PowerPoint, Excel, Publisher, Outlook, Access

Foreign Language: Intermediate proficiency in Spanish, Elementary proficiency in German

EXTRACURRICULAR ACTIVITIES

Co-captain, Virginia Wesleyan's Men's Soccer Team, August 2006-present

Recruitment Chair, Kappa Alpha Fraternity, August 2007-present

Volunteer, Cooking for Kids, Virginia Wesleyan College, February-May 2007

Tutor, Bayside Elementary School, Virginia Beach, VA, September 2006-May 2007