

Chronological Résumé Sample

Kelly Kohler

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EDUCATION & HONORS:

Lawrence University, Appleton, WI June 2017
Bachelor of Arts, Major: Economics, Minor: English
GPA: 3.5
Studied at Lawrence University London Centre January – March 2016

Named to Dean's List, all terms
Lambda Sigma and Mortar Board national, scholastic honors

EXPERIENCE:

Public Relations Intern, Fungi Advertising, Appleton, WI September 2014 – Present

- Collaborate with account team to develop research proposal for client
- Research and analyze communications strategies of major client and its competitors
- Write articles, press releases, blog entries and creative copy, consistently meeting deadlines

Sales Intern, Development Strategies, Chicago, IL January – March 2015

- Updated company web presence by creating blog content for inbound marketing purposes
- Attended training courses and client meetings with senior management with emphasis on honing sales techniques
- Created surveys to assess client needs

Social Media Intern, Off-Campus Programs, Lawrence University March – June 2015

- Designed and developed marketing collateral including print, social media and video blog to support study abroad program, doubling application rates
- Hosted informational sessions for prospective students, campus organizations and parents

Records Intern, Sheboygan Land Trust, Sheboygan, WI December 2013 – May 2014

- Audited files for efficiency and compliance with Land Trust Alliance record-keeping standards
- Created and implemented strategic plan for overhaul of archival system
- Acted as Secretary at board and staff meetings, recording classified legal discussions

Writing Tutor, Center for Teaching and Learning, Lawrence University September 2013 – June 2014

- Mentored 30 students per year in written communications, focusing on style and organization
- Taught English mechanics and grammar to non-native speakers
- Improved students' writing grades by 10%

ADDITIONAL EXPERIENCE:

President, Mortar Board Honor Society, Lawrence University January 2016 – Present
Director of Risk Management, Lawrence University PanHellenic Council March – June 2015

TECHNICAL & LANGUAGE SKILLS:

Intermediate understanding of MS Word, Excel, PowerPoint, Prezi
Fluent in Spanish