

## Chronological Résumé Sample

### Kelly Kohler

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711 E. Boldt Way, SPC 810, Appleton, WI 54911

#### EDUCATION & HONORS:

Lawrence University, Appleton, WI June 2021  
Bachelor of Arts, Major: **Economics**, Minor: **English**  
GPA: 3.5  
Studied at Lawrence University London Centre January – March 2020

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

#### EXPERIENCE:

**Public Relations Intern**, Fungi Advertising, Appleton, WI September 2018 – 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

**Social Media Intern**, Off-Campus Programs, Lawrence University March – June 2019

- 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 student, campus organizations and parents

**Sales Intern**, Development Strategies, Chicago, IL January – March 2019

- 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

**Records Intern**, Sheboygan Land Trust, Sheboygan, WI December 2017 – May 2018

- 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 Academic Success, Lawrence University September 2017 – June 2018

- 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 2020 – Present

**Director of Risk Management**, Lawrence University PanHellenic Council March – June 2019

#### TECHNICAL & LANGUAGE SKILLS:

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