

Cooper Communication

1271 Pryce Avenue
Boca Raton, FL
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EDUCATION

Bachelor of Arts in Communication Studies
Florida Atlantic University

Expected December 20XX
Boca Raton, FL

KEY ACADEMIC COURSEWORK

Human Communication Theory, Rhetorical Theories of Persuasion, Interpersonal Communication, Public Speaking, Organizational Communication, Leadership and Communication

EXPERIENCE

Public Relations Intern

May 20XX – August 20XX

Roger & Draper Communications

Margate, FL

- Collaborated with team members on the arrangement of public appearances, lectures, contests, etc. to increase the awareness of client products and services
- Researched social, economic, and politic trends that would have an effect on the businesses of clients
- Assisted in the creation of a total of 15 press releases to promote clients
- Observed the consultations between public relations staff and advertising agencies to organize promotional campaigns on different types of media

Editorial Assistant

November 20XX – September 20XX

Aced Magazine

Coral Springs, FL

- Revised initial copies of articles to improve readability and appearance of the magazine
- Developed content ideas in collaboration with other team members with the consideration of reader appeal
- Allocated magazine space to ensure a reserved layout was kept for text, photos, ads, etc. based on the space parameters
- Reviewed copies to detect spelling, punctuation, and syntax errors and correct them

Counter Attendant

April 20XX – October 20XX

Gyroville

Boca Raton, FL

- Maintained company standards of safety, sanitation, and customer service by ensuring the quality of goods remained high, customer needs were met in a timely manner, and work areas were regularly sanitized
- Assisted management with inventory control and stock ordering
- Organized work space areas for a more efficient flow of preparations and services

LANGUAGES

Fluent in Mandarin Chinese