Clara Career

7766 Seventh Street
Seven City, PA 77777
Cell: (777)777-7777
claracareer@anything.net

Education

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science in English, May 2008
Major: Professional Writing
Minor: Business Administration
Overall QPA: 3.6/4.0 Major QPA: 3.7/4.0

Related Course Work

Business and Administrative Writing
Organizational Behavior
Advanced Research Writing
Employment Law
Advanced Technical and Scientific Writing

Employment

Public Relations Internship August 2006-November 2007
VA Pittsburgh Healthcare System, University Drive Division, Pittsburgh, PA

- Worked as an editorial assistant
- Wrote ten public relations articles for local, regional, and national publications
- Assisted in the design, layout, writing, and proofreading of the employee news-letter and other employee publications

Office Manager April 2003-March 2005
Riverside Market, Ford City, PA

- Supervised employees
- Performed all accounting duties
- Provided customer service
- Secured and locked store at end of shift

Experience

- Worked with fellow employees and researched to write ten articles on clinical and administrative topics for the Veteran's Administration Pittsburgh Healthcare System that were published by local, regional, and national publications