

LAURA A. B.

Current Address
Saint Mary's University
700 Terrace Heights #673
Winona, MN 55987
(507) 431-1111
@smumn.edu

Permanent Address
515 Carefree Hwy
PMB 989
Phoenix, AZ 85085
(623) 998-1111

OBJECTIVE

To obtain a fall internship through The Washington Center for Internships and Academic Seminars, with a concentration in the Mass Communications Program.

EDUCATION

Saint Mary's University of Minnesota, Winona, MN
Bachelor of Arts
Major: Electronic Publishing Minor: English
Graduation May 2007

COURSES

Graphic Design I, II Principles of Marketing Editing I
Media Communications Art Foundations I B&W Photography
Argumentative Research Writing Creative Writing Advanced Composition

EXPIERENCE

Saint Mary's University, Campus Safety
Winona, MN
Safety Patrol Officer
August 2005-Present
•Aide in locking up of buildings/classrooms on campus nightly
•Escort students to dorm rooms and campus buildings
•Assess suspicious activities around campus

Bank of America
Phoenix, AZ
Part-time Teller
Summer 2005-Present
•Currently working holidays, breaks and summers
•Process monetary transactions while providing excellent customer service
•Promote products and services to customers
•Coach and assist new tellers through training

Bank of America
Carefree, AZ
Full-time Teller/Merchant Teller
June 2004-August 2005
•Processed large withdraws and deposits
•Provided excellent customer service
•Promoted products and services to customers

HONORS/ ACTIVITES

Saint Mary's University Presidential Scholarship, (2004-2006), Winona, MN
Radio Disc Jockey, KSMR Radio, Winona, MN
Entertainment Editor, Cardinal Newspaper, Winona, MN
Student Activities Committee, Saint Mary's University, Winona, MN

SKILLS

•Microsoft Word, Works, Excel, Access, PowerPoint
•Adobe Acrobat, Photoshop, InDesign, Illustrator
•Immense Internet and Graphic Design knowledge
•Quicken
•Quark Express

REFERENCES

Available upon request