

Charles N. James [SAMPLE/Non-Technical]

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OBJECTIVE To obtain a student position in Communication Studies

EDUCATION

In progress: **Bachelor of Arts, Communication Studies**, California State University, Sacramento
To be completed May 2005 GPA: 3.45

Related Courses

Survey of Communication Studies	Advanced Argumentation	Presentational Speaking
Communication in Small Groups	Multimedia Communication	Conflict Resolution
Writing for Broadcasting	Electronic Publishing	Organizational Communication

Projects

Advertising Campaign - Spring 2005

As the leader of a five-person team, developed a full advertising campaign for a cosmetic product. Established a budget, identified the target audience, designed several ad ideas, created product packaging. Analyzed the effectiveness of the campaign based on target numbers and submitted a comprehensive report.

SKILLS

Communication/Organization

- Excellent writing skills. Have written press releases, news articles, manuals, ad copy, and reports.
- Experience conducting major research and interviewing projects.
- Have attended problem intervention, mediation, and leadership training workshops.

Computer Skills

- Windows 98/XP, Power Point, Microsoft Outlook, Word 2000, Excel
- Experienced in both IBM and Macintosh environments.

WORK EXPERIENCE

ESPN 2: 2004 Summer X Games

Summer 2004

Contracted Research Journalist

- Researched history of skateboarding, equipment, and tricks.
- Wrote skateboarding manual for broadcast information.
- Interviewed 55 athletes, sports organizers, and sports personalities.
- Started each competition and wrote daily reports of events.
- Assisted producers and talent with live broadcasts.

Hornet Newspaper, CSUS

2001 - 2003

Student Reporter

- Features Reporter: Conducted over 30 interviews and wrote published reviews and commentaries.
- Hard News Reporter: Wrote and had published over 20 informative news articles.

TGI Fridays

1997 - 2000

Server

ACTIVITIES

Sierra Gardens Elementary Reading Tutorial Program
Golden Key National Honor Society Member