

## LOIS LANE

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### OBJECTIVE

To obtain a public affairs internship position with the National Geospatial-Intelligence Agency offering growth and advancement in corporate communications.

### EDUCATION

Syracuse University, Syracuse NY  
Bachelor of Arts, Public Relations

Expected Graduation May 2015

### TRANSCRIPT (COURSEWORK COMPLETED TO DATE)

#### Fall 2011

English Composition – A  
Introduction to Graphic Design – B  
College Algebra – A  
The University Experience – A

#### Spring 2012

English 102 – B  
Multimedia Storytelling – A  
Statistics – A  
Introduction to Web Development – B  
Social Media 101 – A

Cumulative GPA: 3.625

### EXPERIENCE

Communications Intern  
ABC Communications

June 2011 to Aug 2011  
Staffing One, New York, NY

- Wrote newsworthy press releases and feature articles securing media coverage.
- Promoted events and boosted interest by providing information to all media outlets.
- Maintained up-to-date information on the corporate website.

Customer Service Assistant  
University Career Center

May 2010 to June 2011  
Syracuse, NY

- Worked 10-15 hours per week while in college and maintained a 3.8 GPA.
- Provided customer service to guests of the career center.
- Assisted students, campus staff and employees with a variety of inquiries, answering incoming calls, and assisted walk-in traffic.

### SKILLS

- Microsoft Office including Word, Excel, PowerPoint and Outlook
- Adobe Creative Suite including Dreamweaver, Illustrator, InDesign and Photoshop
- Photography

### AWARDS & ACHIEVEMENTS

- Dean's List – Fall 2011, Spring 2012
- National Honor Society

### LANGUAGES

Fluent in Spanish, Conversational French