

COMMUNICATION

KEY SKILLS

Business Acumen
Creativity
Drive & Ambition
Event Planning
Influence & Negotiation
Media Relations
Public Speaking
Research
Social Media
Web Skills
Writing & Editing

SAMPLE OCCUPATIONS

Advertising Specialist	Media Relations Specialist
Campaign Specialist	Political Aide
Communications Specialist	Program Coordinator
Copy Writer	Public Affairs Specialist
Development Officer	Public Relations Specialist
Editor	Radio/TV Announcer
Educator	Recruiter
Fundraiser	Social Media Specialist
HR Manager	Technical Writer
Information Specialist	Writer/Author/Columnist
Lobbyist	
Marketing Associate	

WORK SETTINGS

Advertising
Business
Government
Higher Education
Law
Marketing
Media
Nonprofit
Public Relations
Publishing

ONLINE RESOURCES

SAMPLE EMPLOYERS

Atlantic Media	MTV
Anne Lewis Strategies	The New York Times
APCO Worldwide	Ogilvy Public Relations
Beekeeper Group	PBS, NPR
Burness Communications	Porter Novelli
CBS, NBC, ABC, FOX	PR Collaborative
Clear Channel	Radio One
CNN, CSPAN	Sirius XM Radio
DC Ad Council	Simon & Schuster
FCC	Sage Communications
Gannett	Slate
Huffington Post	Tigercomm
InVNT	The Washington Post
Ketchum	

JOB SEARCH

[Communicationsjobs.net](#)
[Indeed.com](#)
[Marketingjobs.com](#)
[Opajobs.com](#)
[PRSA.org](#)
[PRweek.com](#)
[Publicaffairsjobs.blogspot.com](#)

STUDENT ORGANIZATIONS

[Capitol Advertising AdClub](#)
College [Democrats](#) / [Republicans](#)
[College Libertarians](#)
[GW Class Council](#)
[GW Hatchet](#)
[GW Women in Business](#)
[GWTV, WRGW](#)
[Media Student Community Council](#)
[Program Board](#)
[TEDxFoggy Bottom](#)

PROFESSIONAL ORGANIZATIONS AND RESOURCES

[American Communication Association](#)
[Public Relations Society of America](#)
[National Association of Broadcasters](#)
[Magazine Publishers of America](#)
[American Society of Newspaper Editors](#)
[National Communication Association](#)
[The Association for Women in Communications](#)



Center for
Career Services

Anna Communis

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EDUCATION

The George Washington University, Washington, DC

Bachelor of Arts in Communication, Minor in Psychology, May 2014

Relevant Coursework: Public Communication, Interpersonal Communication, Nonverbal Behavior

GPA: 3.2

EXPERIENCE

Porter Novelli, Washington, DC

Public Relations Intern, January - May 2014

- Wrote monthly internal newsletter read by 100 employees giving an overview of recent event productions, client additions, and employee news.
- Created customer correspondence template summarizing 25 client projects.
- Drafted 2014 Marketing and PR Budget and redesigned template to improve formula efficiency.
- Led the interview process for the graphic design and marketing interns.
- Managed company's award entries by researching upcoming opportunities.

Beekeeper Group, Washington, DC

Public Policy Intern, May - August 2013

- Corresponded with journalist and industry professionals on CDC healthcare integration program.
- Created individualized presentations for each contact, resulting in a 1:15 follow-up rate, increasing the program's exposure by 35%.
- Assisted in planning press conferences at the National Press Club by organizing event materials, preparing the venue space, and registering attendees.

GWU Center for Student Engagement and Public Service, Washington, DC

Public Service Grant Commissioner, September 2012 - May 2013

- Assisted in raising \$20,000 in funding for innovative service ideas pitched by students and faculty.
- Developed philanthropic and grant writing skills reviewing 50 public grants.

ACTIVITIES

Women's Policy Incorporated, Washington, DC

Congressional Gala Assistant, May 2013.

- Researched potential gala sites and drafted proposals for selection committee.
- Assisted in contract review to finalize site selection.
- Corresponded with 5 vendors working with a \$50,000 budget to plan gala.

SKILLS

Microsoft Office, Photoshop, Final Cut Pro, Newsletter Production, iMovie, Squarespace, Constant Contact, Mail Chimp, SiteKreator, Tumblr

SAMPLE RESUME



Center for
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