

Carly Shay

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EDUCATION

Bachelor of Arts in English

Excepted Graduation May 20xx

University of Wisconsin-Parkside, Kenosha, WI
GPA: 3.8; Dean's List
Certificates: Creative Writing

SKILLS

Programs: (Proficient) Microsoft Word, Excel, Access and PowerPoint, (Proficient) Adobe Photoshop

WORK EXPERIENCE

Public Relations Representative

December 20xx - Present

Six Flags – Gurnee, IL

- Compose news releases for the staff press to help inform employees about upcoming events.
- Formulate and edit copy of weekly newsletters to enlighten visitors of activity and exciting new events for them to participate in.
- Collaborate with 10+ people in marketing to developing new innovating advertising plans.

Campus Recruiter

April 20xx – November 20xx

University of Wisconsin-Parkside – Kenosha, WI

- Designed newsletters and brochures for distribution off and on campus, providing engaging content to new and current students.
- Recruited 25+ students in the college internship program, exceeding the goal by 20%.
- Developed strong partnerships with student organizations on the campus, collaborating when needed.

Guest Services Member

October 20xx – April 20xx

Walmart Supercenter – Kenosha, WI

- Trained 10+ employees on the functions of the register and safety protocols of the store.
- Assisted 20+ customers daily, ensure they were satisfied with their sales, returns, and exchanges of products.
- Resolved concerns and complaints of customers through utilizing quick problem-solving solutions.

English Tutor

August 20xx – December 20xx

Parkside Academic Resource Center – University of Wisconsin-Parkside

- Taught students how to engage in “the writing process” by scheduling appointments to coincide with the process, including research, drafts, and final edits.
- Helped focus the writer as a whole person, rather than focusing solely on presenting assignment.
- Cultivated a professional reputation with students and professors, resulting in a clientele base referred by professors or classmates.

PUBLICATIONS

Shay, Carly, “First-year in higher education.” *Oracle* Jan. 20xx: 10-11. Print and Digital.

Shay, Carly, “From student to professional.” *Oracle* Jan. 20xx: Print.