

DAVID R. JONES
100 Main Street
Buffalo, New York 14200
(716) 888-8888
xxxxx@xxx.xxx

OBJECTIVE Position in newspaper advertising

EDUCATION State University College at Buffalo, New York
Bachelor of Arts in Journalism, 5/XX
Minor in Business
GPA: 3.2/4.0

INTERNSHIPS **Advertising Associate**, The Buffalo News
Buffalo, New York, 1/XX-9/XX

- Sold advertising for only daily newspaper (circulation 250,000) in Western New York.
- Awarded full-time paid internship after three months.
- Created targeted advertising inserts to increase revenue.

Public Relations Assistant, Travers, Collins & Associates
Buffalo, New York, 1/XX-5/XX

- Coordinated with agency partner promotional campaigns for clients of Buffalo's largest advertising agency.
- Wrote copy and designed layout for Marine Midland Bank/HSBC brochures.

RELATED EXPERIENCE **Advertising Manager**, The RECORD
Buffalo, New York, 5/XX-5/XX

- Managed the sales and advertising departments for college student newspaper published twice weekly with a circulation of 10,000.
- Increased ad revenues by 10% for three consecutive periods.
- Trained and supervised a staff of four.

Public Relations Coordinator, Buffalo Bandits Professional Lacrosse Team
Buffalo, New York, 5/XX-5/XX

- Coordinated media coverage for all home games.

WORK EXPERIENCE **Reference Clerk**, Buffalo and Erie County Public Library, Central Branch
Buffalo, New York, 2/XX-present

- Trained 12 new employees on library policies and procedures.
- Processed books and operated business reference desk.

COMPUTER SKILLS Adobe Creative Suite 4: Photoshop, InDesign; CorelDRAW Graphics Suite X4
Microsoft Office Suite: Word, Excel, Access, PowerPoint, Access, Publisher

