

SAMPLE ENTRY LEVEL RESUME

JENNIFER F. CARUSO

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- OBJECTIVE** Seeking a position in the field of communications where my education and experience in all aspects of production will be utilized.
- EDUCATION** **St. John's University**, Jamaica, New York
B.S. in Communication Arts, January 2003
Minor: Business Administration
Cumulative Index: 3.5/4.0
Employed 30 hours per week while maintaining a full course load
- ACTIVITIES** **Sports Editor**, The Torch
Disc Jockey, WSJU Radio
Member, Television Club
- EXPERIENCE** **WCBS Radio** **New York, NY**
July 2001-
Present
Intern
- Collaborate with Sports Director on production and airing of daily sportscasts during morning drive time
 - Edit, write and research stories
 - Assist in production of New York Jets Football broadcast segments
 - Cover press conferences and sports events
- June 2000-
June 2001
SJU Student Productions **Jamaica, NY**
Production Assistant
- Worked on all aspects of production of magazine
 - Supervised production and edited various segment features
- Fall 1999
Video Ink Board of Education **New York, NY**
Production Assistant
- Operated camera and teleprompter
 - Handled media inquiries and complaints
 - Supervised and trained new production staff
 - Worked effectively under constant deadline pressures
- SKILLS** Adobe Photoshop, Illustrator, Premiere and Pagemaker;
QuarkXpress; MacroMedia Director; HTML; Microsoft Office
- LANGUAGE:** Fluent in Spanish; Conversational Italian
- REFERENCES:** Furnished upon request.