

## **Bertha M. Rister**

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### **Current Address**

555 Corday Street  
Apartment #639-123  
Rock Hill, SC 29730  
(803) 555-5555

### **Permanent Address**

555 Montclair Drive  
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(803) 555-5555

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### **Objective**

To obtain a summer internship utilizing my current work and educational experiences

### **Education**

*B.S. Integrated Marketing Communication, Minor: German*  
Winthrop University: Rock Hill, SC  
Anticipated Graduation: December 2004  
Overall GPA: 3.8/President's List

### **Related Coursework**

Media Writing  
Public Relations Principles  
Publication Production

### **Work Experience**

*Tutor* January 2003-Present  
Winthrop University Writing Center Rock Hill, SC

- Aid students with grammar, content and organization of writing assignments
- Advise students on how to become better, more effective writers
- Coach nontraditional students and English-as-a-second-language students on becoming more proficient writers of the English language
- Mentor new tutors on tutorial techniques and personal interaction

*Chair of Special Events* April 2002-April 2003  
Dinkins Student Union Campus Programming Board Rock Hill, SC

- Coordinated 4-5 campus events each semester, dealing directly with agents and performers
- Coached a committee of five other board members
- Interacted closely with Executive Committee and four other chairpersons

*Inside Sales Assistant* Summers 2001-2003  
Creative Solutions Aiken, SC

- Assist clients with advertising specialty needs from conception to production
- Design, write and oversee production of marketing materials
- Inside and outside sales

**Computer Skills**

Fluent with MS Word, MS Excel, MS Powerpoint, Quark Express

Familiar with Adobe Photoshop and MS Access

Capable of using Macintosh and other PC systems

**Honors and Activities**

Winthrop Ambassador (2002-present)

Member, Kappa Tau Alpha Mass Communication Honor Society

Outstanding Mass Communication Junior, 2003 (Awarded by mass communication department)

Presented paper on turn-of-the-century local advertising at a Winthrop University symposium entitled "*Our Town* in Our Town," April 2002

**References**

Available upon request