600 Brighton Road 303.345.9876

Nicole Nelson

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Objective
Part-time internship in the Public Relations Department of New Hope Hospital.

Education
B.A. Communications **Minor in Public Relations**
University of Denver Denver, CO
Graduation: June 20xx GPA: 3.7/4.0
Selected to the Dean's List six times

- Recipient of the Provost's Scholarship
- Active member of campus Public Relations Club for two years

Public Relations Experience

- Public Relations Intern Sept 20xx – June 20xx
  University of Denver Office of Communications and Marketing, Denver, CO
  Completed a variety of PR projects assisting in the annual updating of University publications resulting in an outstanding performance review.

- Public Relations Volunteer Summer 20xx
  Campaign for Senator Herb Kohl, Madison, WI
  Wrote press releases, planned, created and set-up campaign displays prior to speeches as part of the public relations team.

Other Experience
Lifeguard Summers 20x-20xx
Lakewood Municipal Swimming Pool, Madison, WI
Increased responsibilities based on performance.

Volunteer 200xx-present
Big Sisters Program, Denver, CO
Demonstrated solid interpersonal and communication skills.

Sales Associate Winter Breaks 20xx, 20xx
Marshall Fields and Yosts, Madison, WI
Exceeded sales goals with both employers.

Computer Skills

- Substantial experience using MS Word and Excel in both PC and Mac environments
- Skilled in PowerPoint presentations

Activities

- Public Speaking – One of ten finalists (over 800 participants) in 20xx statewide debate contest.
- Tutoring – Teach reading skills to at-risk 7th graders as part of The Center for Civic Engagement and Service Learning at DU.