

Bradley Norman

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Objective

To apply my strong communication skills, both written and oral, to excel in a position with opportunities to express creativity and further develop my abilities.

Experience

Independent Florida Alligator

January 2014 – Current

Contributing writer; Duties included freelance writing, fulfilling writing assignments, pitching stories, contacting and interviewing sources, and working on strict deadlines.

Title Team 2

October 2011 – May 2012

Personal assistant; Duties included filing, reviewing and replying to emails, answering phones, any and all other assistance needed.

Western High School

August 2010 – April 2011

Office assistant; Duties included administering parking decals for students and filing their information through Excel, answering phones, organizing the school's book room and running everyday errands.

Education

University of Florida

August 2013 – May 2015 (Expected)

B.S. in public relations (expected)

Santa Fe College

October 2012 – May 2013

A.A. in journalism; 3.8 GPA

Pensacola State College

October 2011 – May 2012

Transferred to Santa Fe College before completing A.A. in journalism.

Skills

- **Intrapersonal skills** – Able to communicate well with others; work efficiently with a group.
- **Written skills** – Able to expertly write journalistic, newsworthy articles and press releases.

- **Computer skills** – Proficient in Adobe CS6, blogging, social media and Microsoft Office – including Word, Excel and PowerPoint. Also a basic knowledge of HTML5 and CSS coding.
- **Organizational skills** – Event planning and coordinating, detail oriented and time-management skills.

Reference(s)

- Kathi Deaver, former employer at Title Team 2
kmdeaver@yahoo.com 850-333-1287
- Marian Duty, family friend
mimio830@yahoo.com 954-347-0823
- Michael Stone, University of Florida lab instructor
michaelstone428@gmail.com 423-994-4090