|  |  |  |  |
| --- | --- | --- | --- |
| 478 Sylvan Lake Road Watertown, Connecticut 06779 • (203) 725-6601 • heatherthomas188@yahoo.com | | | |
| Heather N. Thomas | | | |
| Skills and Abilities | | | |
| * Currently pursuing a Master’s degree at Central Connecticut State University * Member of Phi Alpha Theta: National History Honor Society * Member of the Sigma Tau Delta: International English Honor Society * Excellent research, writing and communication skills * Experience using Microsoft Office applications * Quick learner; equally successful in both a team and self-directing settings; comfortable in a fast paced environment; organized; easily multitask without sacrificing quality of work; professional  Professional Experience | | | |
| November ’10 – Present | | Post University | Waterbury, CT |
| **Assistant Athletics Manager**   * Part-time office assistant to the Athletics Manager; basic office duties; involvement in Post Athletics and the Learn-to-Swim program | | | |
|  | | | |
| February ‘10 –  August ‘10 | | St. Mary’s Hospital | Waterbury, CT |
| Marketing and Communications Intern  * Work with Microsoft Office applications; press releases; write articles for the weekly hospital newsletter; write talking points for forums and events; write promotional advertisements for monthly radio show; research new techniques the hospital offered; interview hospital employees for articles in local newspapers; responsible for setting up photo shoots of hospital employees; participate in creative marketing exercises; photography; filing | | | |
|  | | | |
|  | | | |
| January ’09 – June ‘09 | | Connecticut General Assembly | Hartford, CT |
| Legislative Intern  * Legislative assistant to State Representative Patricia Widlitz; included researching, collecting and relaying bills to Representative Widlitz; archival research for projects and proposed bills; constituent work (replying to letters, phone calls, meeting with and discussing Representative Widlitz’s views on proposed bills); use of Microsoft Office, including Word, Excel and Powerpoint; press releases; covered public hearings (taking notes and updating Representative Widlitz, putting together packets for respective committee meetings); filing; sorting and prioritizing mail; assisted with development of legislative web-pages; collection of data from surveys | | | |
| Education | | | |
| 12/2010 – present | Central Connecticut State University | | New Britain , CT |
| Master of Science: International and Middle Eastern Studies | | | |
| 09/2006 – 05/2010 | Western Connecticut State University | | Danbury, CT |
| Bachelor of Arts: American Studies | | | |
|  | | | |
|  | | | |