

# Samantha Ward

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**Objective** To obtain an internship that will utilize my coherent communication skills and passion for integrating analytical and technical tasks with creative ideas and designs.

**Education** **Michigan State University B.A., Professional Writing**, East Lansing, MI  
Minor, Public Relations; Specialization, Communities and Cultures  
Member of MSU Honors College  
Expected graduation: May, 2017  
Cumulative GPA: 4.0

## Experience and Activities

- Communications and Social Media Intern** 2015  
*Michigan State University College of Arts & Letters, East Lansing, MI*
- Manage social media platforms and execute ad campaigns
  - Produce a range of multi-media content, including newsletters, articles, and graphic elements
  - Conduct interviews with students, faculty, and alumni to create articles and web content
- Student Staff** 2014-2015  
*Michigan State University Scholarships and Fellowships Advancement, East Lansing, MI*
- Maintain communications, accounting, and database information for effective office operations
  - Contribute blog posts and proof reading skills to communications works
  - Interact with external donors and internal employees within the University
- Banquet Server** 2014  
*Kellogg Hotel & Conference Center, East Lansing, MI*
- Handled detail oriented service and set-up tasks with large banquet team
  - Employed customer service skills while serving meals to variety of clients
  - Assisted in organization of necessary materials for service and clean up
- Design Team Member** 2014-2015  
*Professional Writing Design Team, East Lansing, MI*
- Generated posters, flyers, and handouts for the Professional Writing major
  - Communicated with team members to gather and organize pictures and information
  - Edited end-of-year Professional Writing presentation with collected information
- President** 2012-2014  
*Capital Region Community Foundation Youth Action Committee, Lansing, MI*
- Directed monthly meetings of 30 teens in granting out money to projects helping youth in the area
  - Created publications and managed social media to market the program
  - Deliberated on which grant proposals would receive funding in two yearly granting cycles
  - Participated in many service projects including Salvation Army Toy Distribution, Jeans for Teens Drive, and Greater Lansing Food Bank Garden Project

## Skills and Awards

- Photo and video editing experience-Adobe Photoshop and Premier, Final Cut Pro
- Web authoring skills-Wordpress, Concrete5; xHTML and CSS languages
- Fall, 2014 and Spring, 2015 MSU Dean's List
- Kevin Bibbs Lamplighter Scholarship and 2014 Junior League of Lansing Scholarship for volunteerism and community involvement
- Michigan State University College of Arts and Letters Jay Samuel Hartt Award for academic achievement