

## CHRONOLOGICAL RESUME

SUSAN SMITH  
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Milwaukee, WI 55555  
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**OBJECTIVE:** Public Relations internship

**EDUCATION:** Bachelor of Arts in Mass Communication

Emphasis: **Public Relations**

University of Wisconsin-Milwaukee

Junior Standing

Major GPA: 4.0 Overall GPA: 3.5 (A=4.0)

Related Courses: Principles of Public Relations,  
Public Relations

Campaigns, Feature and Magazine Writing, Publication Design,  
Introduction to Business

**EXPERIENCE: Boston Store** Glendale, Wisconsin

*Sales Associate* 1999-Present

Provide customer service by promptly assisting customers with inquires and totaling of purchases. Strengthen problem solving skills in handling of customer complaints. Maintained on-floor inventory and merchandise displays. Trained new employees. Worked as a team to achieve highest selling department.

**United Parcel Service** Oak Creek, Wisconsin

*Loader* 1998-1999

Worked within fast paced environment with strong emphasis on efficiency and detail in meeting deadlines. Unloaded parcels within a team of four others at the rate of 1200 per hour. Loaded service trucks with 100% accuracy.

**Journal/Sentinel** Milwaukee, Wisconsin

*Driver* 1996-1998

Delivered newspapers to wholesale and retail dealers. Recorded deliveries and collected payments.

**ACTIVITIES:** Public Relations Student Society

UWM Sailing Club

References Available • Fluent in Spanish

Z: <http://www.uwm.edu>