

# JOSEPHINA LINDS

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## OBJECTIVE

An entry level public relations position that will utilize my communication, organizational, and customer service skills

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## EDUCATION

**University of Maryland, Baltimore County (UMBC)**, Baltimore, MD.  
B.A. in American Studies with a concentration in Media and Communication, May 20xx

**California State University at Sacramento (CSUS)**, Sacramento, CA September 20xx-May 20xx  
Completed 30 credits, 3.4 GPA

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## SKILLS

- Consistently provide excellent customer service
  - Proficient in Microsoft Word, Excel, and PowerPoint
  - Intermediate American Sign Language skills
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## WORK EXPERIENCE

**University of Maryland Robert H. Smith School of Business** **College Park, MD**  
*Program Coordinator* *December 20xx - January 20xx*  
Assisted degree and non degree managers with linking students to campus email and student cards. Created and updated degree calendar to keep faculty posted on deadlines i.e. ordering book materials, class evaluation, and when classes began and ended. Managed evening and weekend classes for master's degree programs. Gathered and requested materials for professors needs inside the classroom. Assisted graduate students with staff affiliation and community links.

**Athletic Communications, UMBC** **Baltimore, MD**  
*PR/Marketing Intern* *September 20xx - Present*  
Edit student athlete media guides for final drafts. Create team rosters for sports such as: Women's Lacrosse, Women's Field Hockey, Men's and Women Basketball, Track and Field and Men's soccer. Create media facts section of sports media guides. Attend soccer games and responsible for taking stats. Report stats via telephone during Women's and Men's basketball games to local and non-local media outlets. Carry out interview with student athletes for media guides, news feathers, and Retriever website. Support marketing department with advertising midnight madness. Attending marketing meeting in efforts to create collegiate sportswear.

**Nordstrom** **Columbia, MD**  
*Sales Associate* *September 20xx - July 20xx*  
Provided personalized shopping experience for customers, primarily in lingerie department. Certified Fit Specialist for women's undergarments. Daily entries into Personal Book, a database that tracks customer purchases and product preferences. Daily department re-merchandising. Collaborated with Loss Prevention regarding theft investigations. Regular cashier duties. Regular telephone and mail correspondence with customers.

**US Army Corps of Engineer** **Sacramento, CA**  
*Office Administrative Assistant* *July 20xx - August 20xx*  
Responsible for updating databases with confidential information. Acted as a lab top secretary during Military/Civil Branch section meetings, printed and created documents for these meetings. Edited reports going out to clients, packaging numerous materials to be shipped. Setup training classes for project managers, supervisors, and analysis. Coordinated travel arrangements for Military/Civil Branch business trips.