

MARISOL MEDIA

1000 Hilltop Circle Baltimore, MD 21250 • 123-456-7899 • student@umbc.edu

EDUCATION

University of Maryland, Baltimore County (UMBC), Baltimore, MD May 20xx
BA, Media and Communications Studies
BA, Cultural Anthropology
Certificate of General Honors, GPA: 3.91/4.00, Magna Cum Laude

- Worked 20 hours per week as a full time student

Study Abroad

Massey University, Auckland, New Zealand Spring 20xx
ISEP Study Abroad Semester

HONORS/AWARDS

President's List Spring 20xx – Spring 20xx
University of Maryland, Baltimore County Centennial Scholarship 20xx-Present
Golden Key Honors Society 20xx-Present

- One of three students awarded by the faculty of the Media and Communication Studies Department for academic excellence and significant contribution to the enrichment of University life

RELEVANT EXPERIENCE

Artichoke Art Studio, Gaithersburg, MD – *Art Teacher* December 20xx – Present

- Instruct young children between the ages of four and eighteen in a variety of art techniques, including drawing, painting, sculpting, and sewing
- Help children younger than 15-years-old produce artworks that exercise their creativity and motor skills and guide older students in creating works for their portfolios

The Private Museum, Singapore – *Intern* July 20xx – August 20xx

- Worked full-time on two art exhibitions; wrote press releases and exhibition synopses for publication in brochures; researched artist biographies; conducted an interview with Cai Heng, a Chinese artist
- Planned two exhibition set-ups and contacted various media outlets to advertise and publicize events in local newspapers and magazines

ADDITIONAL EXPERIENCE

Private English Tutor, Rockville, MD November 20xx – Present

- Tutor two elementary and middle-school-aged children on writing academic essays
- Students increased academic performance from C's to A's and B's

UMBC Campus Information Center, Baltimore, MD – *Desk Staff* October 20xx – May 20xx

- Ensured desk operations were in order by providing accurate information about the University
- Answered calls, and provided guidance as needed

Zycraft Pte Ltd., Singapore – *Administrative Assistant* August 201xx – February 201xx

- Processed financial and administrative paperwork for the company; helped to organize special company events

SKILLS

Computer: Microsoft Word, Excel, PowerPoint

Language: Mandarin (fluent)