

Functional Format

HELEN M. HOYA

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Current

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Permanent

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Sage, NY 12345
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EDUCATION

Georgetown University, Washington, DC

Bachelor of Arts, May 2007, GPA: 3.30/4.00, GPA in major: 3.65/4.00

Major: English Minor: Theater

Course work includes: Advanced Non-fiction Writing, Critical Reading and Writing, Fundamentals of Communication and Public Speaking, Marketing for Public and Nonprofit Organizations

La Pontificia Universidad, Quito, Ecuador

Georgetown University Study Abroad Program, Spring Semester, 2002

Courses: Contemporary Spanish Language and Literature, Twentieth Century Latin American Film

RELEVANT EXPERIENCE

Communication

- Edited and formatted monthly newsletter for 5,600 subscribers of WAMU Public Radio
- Assisted with media and public relations activities, including coordinating 165 press kits and formatting weekly press releases for The Eisenhower Theater at The Kennedy Center

Writing

- Contributed monthly *Student Life Abroad* column to **The Hoya** university newspaper while traveling throughout Ecuador, Peru, and Brazil
- Published over twenty works of poetry and prose in university literary paper, **The Voice**

Project Organization

- Managed \$500 advertising campaign for *The GU Players* in 2005-2006 season
- Organized fund-raising effort for local So Others Might Eat (SOME) chapter which raised \$1,200
- Coordinated 35 volunteers for annual Study Abroad Day at Georgetown University

WORK HISTORY

The Kennedy Center, Washington, DC, *Public Relations Intern*, Summer 2005

WAMU Public Radio, The American University, Washington, DC, *Editorial Intern*, Summer 2004

Georgetown University DC Schools Project, 2004-present

SKILLS

Computer: MAC/IBM, MS Word, WordPerfect, Aldus PageMaker, Excel

Foreign Language: Spanish (advanced reading, writing, speaking, and comprehension)

Theatrical: Acted in several plays with *The GU Players* and high school Theater Club