

IRENE SWANSON

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OBJECTIVE

To obtain an internship that allows me to use my skills in design and customer service while gaining additional knowledge of advertising and marketing.

EDUCATION

University of Nebraska–Lincoln

Bachelor of Journalism

Anticipated Date of Graduation: May 2007

Major: Advertising GPA: 3.3/4.0

RELATED COURSEWORK

- Communications Law
- Consumer Behavior
- Introduction to Public Relations
- Advertising Copy & Strategy
- Promotional Writing
- Psychology

EXPERIENCE

Account Executive May 2005 - present

The Daily Nebraskan, Lincoln, Nebraska

- Contact 15 - 20 existing and prospective clients daily.
- Design and develop display advertisements.
- Support over 60 existing accounts.

Counter Server August 2003 – May 2005

Burger King, Lincoln, Nebraska

- Performed effectively in high volume counter activity.
- Recognized as employee of the month.
- Assisted in training new employees.

Housekeeper January 2003 - August 2003

Holiday Inn, Lincoln, Nebraska

- Handled cleaning of over 30 rooms daily.
- Monitored and communicated shortages to management.
- Maintained supplies and equipment.

COMPUTER SKILLS

Word Processing – Microsoft Word, Corel Wordperfect

Databases and Spreadsheets – Microsoft Access and Excel, Lotus 1-2-3

Graphics and Presentation – Macromedia Freehand and Flash, Adobe Photoshop, Microsoft PowerPoint

Web Design and Programming – Macromedia Dreamweaver, HTML code, JavaScript

HONORS & ACTIVITIES

First Place, *The Daily Nebraskan* Publication Board Competition

Dean's List, four semesters

UNL Advertising Club, Membership Chair

American Advertising Federation