

# Paolo Pepperdine

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Permanent Address:  
1234 Main St.  
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**OBJECTIVE** To obtain an internship with a public relations agency or advertising agency

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## EDUCATION

**Pepperdine University, Malibu, CA** **2008-present**  
Major: Public Relations Expected Graduation: May 2012  
GPA 3.5/4.0

**Santa Monica High School, Santa Monica, CA** **2004-2008**  
High School Diploma **June 2008**

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## RELEVANT COURSEWORK

Communication Theory ♦ Introduction to Communication Research  
Introduction to Advertising and Public Relations ♦ Public Speaking and Rhetorical Analysis

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## EXPERIENCE

**Financial Relations Board/Weber Shandwick Inc., Los Angeles, CA** **Summer 2009**

**Administrative Assistant/Intern**

- ♦ Prepared marketing materials for presentations/press packets; created PowerPoint presentations
- ♦ Compiled data entry of quarterly revenue projections using Excel spreadsheets
- ♦ Assisted with market research on designated companies to target potential investors

**USI Holdings Corporation, Woodland Hills, CA** **Summer 2008**

**Assistant to Account Manager/Intern**

- ♦ Promoted to permanent employee duties after 2 weeks; assisted sales reps and answered phones
- ♦ Accurately processed approximately 400-600 insurance certificates each week
- ♦ Participated in daily training sessions regarding all aspects of insurance business

**Pepperdine University, Malibu, CA** **2008-2009**

**Student Worker, Student Services Office**

- ♦ Filed, scanned, validated, and released student records
- ♦ Supervised and trained other student workers; attended informational and training meetings

**Abercrombie and Fitch, Santa Monica, CA** **Summers 2006-2008**

**Brand Representative**

- ♦ Assisted customers in the selection and purchase of apparel
- ♦ Additional responsibilities included cash control, inventory and vendor relations

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## HONORS/AWARDS

Dean's List, Spring 2009 and Fall 2010 ♦ Johnson, Smith, Johnson Academic Scholarship, 2008-2012  
Associated Women for Pepperdine Scholarship, 2008-2012

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## ACTIVITIES

Public Relations Club, 2008-present ♦ New Student Orientation Leader, 2009-2010 ♦ Step Forward Day, 2008-2010  
Camp Kilpatrick, 2008-2010 ♦ Habitat for Humanity, 2008-2010 ♦ Dorm Bible Study Leader, 2008-2010

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## SKILLS

Computer: Proficient at Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Internet Research

Language: English (Native); Spanish (Fluent: Speak, Read, Write)

**\*\*Note: Experience is anything that is paid or unpaid – if you have been involved in volunteer work/organizations/campus activities, then elaborate on this as if it were a job. For example: event planning, coordinating volunteers, fundraising, etc – describe the tasks you performed and accomplishments.**

**Also: Most European internship providers have never heard of organizations (sororities/fraternities/volunteer groups like JumpStart) or events (Step Forward day) at Pepperdine/in the States. Here's a quick "do/don't" example:**

- o Don't: Published articles in the *Graphic*
- o Do: Published articles in the *Graphic*, Pepperdine University's student newspaper on a monthly basis.