

## Jenna Parks

### School Address:

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### Permanent Address:

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### Education **University of North Carolina at Chapel Hill**

School of Journalism and Mass Communication  
Bachelor of Arts expected May 2004; Public Relations concentration  
Bachelor of Arts expected May 2004; Psychology

### Experience **Southern Bride and Groom**, Part-Time Employee- Raleigh-Durham Area, NC; July 1998- present

P.O. Box 61114 Durham, NC 27705-1114 (919) 383-3480

- Represent the company at bridal shows, provide information regarding the magazine and keep positive relations with show attendants, fellow businesses, and brides-to-be
- Perform secretarial tasks for SB&G producer Donna Parks such as phone services involving communication with potential customers and brides seeking assistance
- Type, organize, and send out monthly mailing lists to SB&G advertisers

### **Kemp's Seafood House**, Part-Time Employee- Durham, NC

June 2002- August 2002

Kemp Pendergrass, Owner and Manager (919) 957-7155

- server

### Activities **UNC Loreleis**, UNC-CH, Fall 2000-present

- Only UNC student-run all female a cappella singing group; assistance in publicizing for auditions, and concerts such as Fall 2001 in Memorial Hall which holds 1,625 people
- The Loreleis are also active in community service

### **Alpha Chi Omega Sorority**, UNC-CH, Fall 2000-present

- Involvement in organizing social and philanthropic activities such as fundraisers for the NY tragedy and the battered women's shelter

### Skills

\* Proficient in Microsoft Word, Excel, PowerPoint, PageMaker, Netscape Navigator, MS Explorer, and basic knowledge of HTML  
\* Communication Skills through SB&G work and experience performing with the Loreleis and in community theatre

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To Ms. Kim Ratcliff:

I would like to submit my resume for consideration of a summer internship for school credit at WWAY News. As a journalism student at The University of North Carolina, it has become clear that there is no better way to learn than by experience. I am a reliable worker and a quick learner, and would do everything I could to meet the expectations of a rich journalism environment.

My strengths include a strong English background and editing ability, along with excellent interpersonal skills from years of both secretarial and bridal event work with a NC wedding publication. Currently I am a member of a UNC a cappella group, The Loreleis, which represents the University during many recruiting events and provides entertainment for administration functions. The Loreleis is not only a singing group, but also a business run by its sixteen members, who are all devoted to promoting, securing engagements, publicizing, selling out concerts and finding time to participate in community services projects.

I know that your company values academic credit, and I have spoken with my advisor who assured me that internship credit is supported by our department. I feel that my enthusiasm to be a good employee in any position along with my experience in public relations makes me a favorable candidate for an internship for WWAY News.

Best Regards,

Jenna Parks

