

# SARAH JANE PETRONI

500 Sun Avenue, Apt. #2104  
City, IL 12345

(XXX) XXX-XXXX

sp12345@knox.edu

---

## EDUCATION

**Bachelor of Arts in Political Science** **June 2011**  
Independent Minor: Journalism & Communications  
Knox College, Galesburg, IL

## ACADEMIC PROJECTS

**Management Information Systems, Knox College** **Spring 2010**

- Assisted in the development and creation of a business plan, including product, brand management, and logo for wind energy development
- Managed team of six in the conceptualization and creation of the company design
- Launched business in competitive *Business Fair* and awarded 1<sup>st</sup> place

**International Olympic Committee (IOC) Project, Knox College** **Fall 2009**

- Analyzed breakdown in the organizational communication function
- Implemented multiple communication theories to improve organization efficiency
- Conducted extensive research and interviews in order to present creative strategies
- Compiled full case analysis and enhancement measures in IOC mock training manual
- Presented manual to mock committee

## RELEVANT EXPERIENCE

**Vice President – Knox College PR & Communications Club** **May 2010 - Present**

- Increased membership by 150% through effective advertising and public relations efforts
- Recruit guest speakers to discuss community development initiatives
- Supervise eight officers working in the areas of treasury, internal communication, professional networking, and member benefits
- Represent organization at professional functions and on university-wide committees

**Research Intern – Smith & Jones Communications, Washington, DC** **Summer 2010**

- Researched campaigns in various local and state races and compiled the information into research books and searchable CD's
- Gathered preliminary information for research trips outside the DC area for Senior Researchers
- Conducted in-person interviews throughout the mid-Atlantic to collect constituent and policy information
- Performed legislative research at the U.S. Capitol
- Collected and analyzed data to assist in clients' overall campaign strategies

## ADDITIONAL EXPERIENCE

**Server** – John's Down-Home BBQ, Somewhere, NY **Summer 2009**  
**Receptionist** – White Paper Supply, Any City, IL **Summer 2008**

## OTHER SKILLS

**PC Experience** – Microsoft Office, Adobe Creative Suite, Basic HTML Coding  
**Languages** – Intermediate French and Conversational Urdu  
**Interests** – Travel, Golf, and Playing Guitar