

Jay Williams

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Nowhere, VA, 22222

Cell: (555) 253-5555

EDUCATION: **Howard University**, John H. Johnson School of Communication,
Washington, DC
B.A. Expected May 2011
Major: Speech and Applied Communication Minor: Psychology
- Dean's List, 2008-Present
- **Related Courses:** Marketing, Accounting I & II, Public Relations
Strategies, History of the Media

EXPERIENCE: **Intern**
Howard University's Professional Development and Leadership Academy
2010- Present
- Performed general administrative duties including but not limited to,
answering the telephone, typing, filing, faxing, and copying
- Aided with communication training
- Assisted workshop facilitators
- Data entry

Data Entry Clerk
Howard University, Office of the Dean
2008 – 2009
- Conducted extensive research for the Dean
- Data entry

Assistant to the Director of Culture
Turks & Caicos Islands Government
2007 – 2010 (Summer Breaks)
- Served as the Office administrator with secretarial, receptionist, event
planning, and public relations duties
- Served as a liaison between the Director and the public
- Conducted cultural presentations at schools and events

SKILLS: Adobe Workshop, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, AP
style writing, great oral, written and interpersonal communication skills.

AFFILIATIONS: *President*, DMV chapter of Turks & Caicos Student Association, Present
Volunteer, Habitat for Humanity, June 2008
Secretary, Public Relations Student Society of America, 2008-2009

LANGUAGES: Spanish (Fluent), French (Advanced)