

Andrea R. Zajac
andrezajac@kings.edu

792 Hetlerville Rd.
Nescopeck PA 18635
(570) 336-7025

King's College, Box 3231
133 N. River Street
Wilkes-Barre PA 18711

OBJECTIVE

To obtain an internship within the field of Communications concentrating in Sports Communication.

EDUCATION

King's College

Major: Mass Communications
Minor: Marketing

Wilkes-Barre, PA
GPA: 3.6
Intended Graduation: May 2008

Cedar Crest College

Major: Mass Communications
Minor: Writing
GPA: 3.8

Allentown, PA
Fall 2004 – Spring 2006

EDUCATIONAL HIGHLIGHTS

Writing for Mass Media
Public Relations

Sports Communication
Graphics for Mass Communications

Newspaper Reporting

COMPUTER SKILLS

Windows Literate, Microsoft Office Suite, Quark Xpress, Adobe Photoshop

RELATED EXPERIENCE

January 2007 – present *Media Connection*, Mass Communications Newsletter Wilkes-Barre, PA
Associate Editor/Writer/Layout Team

- Used writing skills to report on events/activities/people in Mass Communications Department.
- Worked with Editors to edit the newsletter articles and make final corrections in order to meet printing deadline.
- Worked with layout team to make sure each page of each issue is laid out correctly and orderly.

January 2007 – present *The Crown*, King's College Newspaper Wilkes-Barre, PA
Reporter

- Used writing and communications skills to meet deadlines and work together with other staff to put out campus newspaper.

Spring 2005 – Spring 2006 *The Crestiad*, Cedar Crest College Newspaper Allentown, Pa
Reporter/Sports Co-Editor

- Used writing and communications skills to meet deadlines and work together with other staff to put out campus newspaper.
- Worked with Co-Editor to layout pages, make final corrections and edit last minute details, and meet printing deadline.

AWARDS AND ACTIVITIES

King's College

Dean's List Fall 2006
Track and Field Club

Cedar Crest College

Dean's List each semester attended
Lambda Pi Eta (Communications Honors Society)
Campus Girl Scouts (Secretary Fall 2005, President Spring 2006)
Great Outdoor Club
Soccer Team; Pennsylvania All-Academic Team Fall '04 & '05
Lacrosse Team; Most Improved Player Spring '05; Pennsylvania All-Academic Team Spring '05 & '06

OTHER WORK EXPERIENCE

Summer 04, 05, &06

Camp Louise/Girl Scout Camp

Shickshinny, PA

Camp Counselor/Lifeguard

- Taught and utilized knowledge of outdoor/camping skills while positively encouraging young girls.
- Acquired and implemented valuable interpersonal communication, organizational, and planning skills.
- Maintained a role as an individual with responsibility and high work ethic ready to respond to any situation.

References available upon request.