

Kaylee Ziolkowski

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Objective

To obtain a position in communications with the opportunity to build career skills with the potential for advancement.

Summary of Qualifications

- Current assistant managing editor, copy editor and photographer for the *Crown*, King's College sponsored newspaper
- Staff Writer, King's College Mass Communications Newsletter
- Author of an original feature story for King's College Multi-Million Dollar Capital Campaign
- Proficient in Adobe InDesign and InCopy

Related Experience

- × Spring 2008 **Sports Intern**
Times-Shamrock Communications/Citizens' Voice Newspaper
Job duties include: writing sports articles, attending sporting events, keeping running statistics of a sporting event in a fast-paced environment, knowing all rules and regulations of sporting events, taking phone scores and writing blurb entries, and interviewing players, coaches and all local sports affiliations. Layout responsibilities, using explorer and InDesign. Helping during layout planning meetings, and meeting strict deadlines with writing and layout.
- × Fall 2007 **News Intern**
Times-Shamrock Communications/Citizens' Voice Newspaper
Job duties include: writing breaking news pieces, writing feature stories, conducting interviews, taking phone calls, drafting stories from press releases, working in Adobe InCopy and writing a weekly local hero column.
- × Fall 2006 **Intern**
King's College Office of Public Relations
Job duties include: drafting press releases and media advisories, contacting local media, coordinating photo shoots, writing blogs for the faculty newsletter, and attending local media events.

Work History

- 2005-2008 **Sales Associate**
Boscov's Department Store, Fine Jewelry Department, Wilkes-Barre
Job duties include: customer service, handling profits, night inventory recordings, filing stock papers, and running a cash register.

Education

Mass Communications Major, projected graduation May 2008

King's College, Wilkes-Barre, Pa

Overall G.P.A.: 3.65

Honors: Aquinas Society, Moreau Scholarship, Media Scholarship, Dean's List

References Available Upon Request