

Jonathan Esposito

654321Chanlen Way
Wilmington, NC 12345
910.123.4567
Jte1234@uncw.edu

Objective

Movie Production position in the film industry in the northeast.

Education

Bachelor of Arts, **Film Studies**,
University of North Carolina Wilmington
Dean's List - 6 semesters

May 2006

Related Experience

Movie Editor and Director of Photography, *Fetch Play*

2006

Movie: *Fetch Play* Wilmington, NC

- Crew member for student generated film. Tasks included casting, locations scouting, storyboards, set design and lighting.

Intern "One Tree Hill"

January 2006 to May 2006

Fincannon and Associates Wilmington, NC

- Cast Extras for the Warner Brothers production "One Tree Hill".
- Conducted audition sessions for actors.

Preproduction Intern "Kate Loves Spiffy"

Summer 2005

Terry Linehan Wilmington, NC

- Created digital preproduction storyboards.
- Researched and contracted with subcontractors for cast airfare, lodging and set Catering Services.

Film Production Intern "Idlewild"

Fall 2004

HBO Wilmington, NC

- Built storyboards.
- Assisted Director Bryan Barber on and off set.
- Production Assistant while on set in all areas of the film production.

Activities

- Founder, Flicker Film Society 2004-2006
- UNCW Cheerleader 2002-2005
- Resident Assistant 2002-2005
- Omicron Delta Kappa, The National Leadership Honor Society 2004-2006

Technology

- Final Cut Pro
- DVD Studio Pro
- Soundtrak Pro
- Adobe AfterEffects Pro
- Adobe PhotoShop
- Adobe Illustrator
- Final Draft
- Multiple recording cameras

KATHRYN CARNEY

54321 Anywhere Street
910.876.5432

Wilmington, North Carolina 28111
cat@crw.com

OBJECTIVE Editorial Assistant with an environmental magazine.

PROFESSIONAL SUMMARY

- Experienced writer with expertise in non-fiction
- Skilled in a variety of editorial, publishing and graphic art software
- Excellent time management skills with capability to meet strategic deadlines consistently with acute attention to detail

EDUCATION

Bachelor of Fine Arts, University of North Carolina Wilmington May 2007
Major: **Creative Writing** Minor: English/Professional Writing
GPA: **3.7**

PROFESSIONAL EXPERIENCE

Publishing Lab Intern 2006
UNCW Publishing Laboratory

- Created the Department of English newsletter
- Manufactured perfect-bound books, book binding and trimming equipment
- Designed posters using Adobe InDesign and PhotoShop applications

Technical Writer 2005
UNCW Alumni Association

- Created full-color tri-fold brochure
- Functioned successfully in a team environment that worked particularly with the Alumni Association Director.

INTERNSHIP EXPERIENCE

Media Intern 2005
Next Media Jacksonville, NC

- Supported Next Media Sales team and Disc Jockey's create and develop one-on-one client relations and sales of media products for the Wilmington and Jacksonville, North Carolina markets.

ACTIVITIES

Study Abroad - University of Wales: Swansea Swansea, Wales
Service Learning - Halyburton Park Wilmington, NC

TECHNOLOGY

Operating Systems: Windows XP and Mac OS 10.3
MS Programs: Word, Excel, PowerPoint, Outlook, FrontPage
Adobe Programs: InDesign, PhotoShop, Illustrator, Acrobat

Taylor Patterson

118 South 17th Street
Southport, NC 28461
910.111.2222
Tpt2222@uncw.edu

Objective Special Collections for national exhibits

Education **University of North Carolina Wilmington**
Bachelor of Arts (May 2008)
Major: History
Concentration: Public History
GPA: 3.54

Honors History Department Fellow

Internship **Smithsonian Institute** Washington, DC
Summer *Office of Exhibitions Intern*
2006

- ❖ Served as a liaison with other Gallery offices on exhibition-related matters
- ❖ Set the exhibition schedule
- ❖ Negotiated loans for Special collections
- ❖ Obtained photographs and reproduction rights for exhibition objects for publication in print and electronic media formats.

Related **UNCW Randall Library** Wilmington, NC
Experience *Special Student Intern* May 2006- Present

- ❖ Compile and archive historical documents; provide assistance in proofreading transcripts.
- ❖ Utilized MS FrontPage to plug in manuscripts for Special Collections website.

Other **UNCW Sports Information Office** 2004
Office Assistant

- ❖ Operations for a high volume office that coordinated information representing 17 men and women's sports teams
- ❖ Provided research and documentation support for three professional team members
- ❖ Responded to media request regarding players and events
- ❖ Assembled, categorized and distributed press kits on athletes

Activities:

Phi Alpha Theta
Peer Tutor
Habitat for Humanity

American Red Cross
Family and Children's Service
March of Dimes

Britt A. Garmon
Bag1111@uncw.edu

7890 Merritt Avenue

Wilmington, NC 28203

910.987.6543

OBJECTIVE: Entry level with International Trade corporation with South American relations.

EDUCATION: **University of North Carolina Wilmington**
Bachelor of Arts and Bachelor of Science, May 2007
Majors: Spanish and Business Administration
Concentration: International Business
GPA: 3.8

HONORS: Chancellor's Achievement Award, Dean's List, Beta Gamma Sigma
International Business Honorary Society (awarded to top 7% of students)

EXPERIENCE: **Car Detailer: Cruiser's Carwash, Wilmington, NC, 10/2005 –Present**

- Rotated through three positions in daily shift
- Trained 10 new employees
- Provided quality customer service with emphasis on detail

Independent Agent: Vector Marketing, Raleigh, NC, 11/2003-9/2005

- Commissioned Sales of cutlery products in defined territory
- Developed customer base via cold calls
- Maintained 50+ customer base
- Demonstrated assets and benefits of products

Head Lifeguard: Oak Park Pool, Raleigh, NC Summers 2000-2002

- CPR and First Aid Certified
- Advanced from basic lifeguard to head life guard in less than one year
- Managed snack bar staff and cash till of \$500.00/day
- Trained and supervised guard staff of 20 employees

LANUGAGES: *Fluent in written and conversational Spanish and Portuguese*

SKILLS: Proficient in MS Access, Excel, PowerPoint and Word

ACTIVITIES: Brazilian Club – Treasurer
Cape Fear Soccer Association - League Champions
Capitol Area Soccer League – Team Captain, State Champions

DANA WORKS

678 Bridgerton Drive Southport, NC 28461
910.123.4567
Dew7549@yahoo.com

Summary of qualifications

- * Experienced in management
- * Problem Solver
- * Excellent interpersonal skills
- * Competent if follow through with attention to detail
- * Customer Service Skills
- * Effective at large/small group presentations
- * Proficient in MS applications
- * Certified in CPR/First Aid

Education

University of North Carolina Wilmington
Bachelor of Arts, Theatre (August 2006)
GPA: 3.73

Coursework Emphasis:

Directing	Stage Management	Psychopathology
Acting	Performance	Program Planning
Public Speaking	Lighting and Design	Set Design

Experience:

- Stage Manager, University Theatre, UNCW** 11/2004-5/2006
- Organized and ran all production meetings included faculty and staff
 - Created master production calendar, reserved space and scheduled rehearsals
 - Managed company of ten actors including professional actor Henry Darow
 - Administrative assistant to directors; led auditions/rehearsals, setup, expedited processes and conflict resolution
 - Supervised production teams that ranged from five to twelve
 - Ran shows upon openings; called cues, dealt with technical malfunctions, actors, technicians and any other issues that arose.
- Community Service Director, Chi Omega** 12/2003-1/2005
- Coordinated community service projects for sixty members of organizations
 - Organized a variety of philanthropic events to support Make-A-Wish Foundation
 - Worked closely with foundation representatives to provide sendoffs for Wish Children
- Milano's Inc., Wilmington, NC** 9/2000-1/2006
- Rotated through positions of Server/Trainer/Manager
 - Interviewed, hired and trained restaurant staff
 - Ordered restaurant food and managed inventory

Portfolio:

A complete portfolio of all theatrical production management experience is available on compact disc upon request.

Suzanne Macaulay

1820 Thorpshire Drive Raleigh, NC (910) 262-3893 sfm0260@yahoo.com

OBJECTIVE:

Secondary Spanish Teacher, willing to work with/start Spanish club and others

EDUCATION:

Teacher Certification, K-12 Spanish, May 2006

Major in Spanish, Minor in Psychology
University of North Carolina Wilmington
GPA: 3.0

Study Abroad, Summer 2005

Universidad de San Francisco en Quito, Ecuador

Study Abroad, Summer 2003

Universidad de Alcala, en Alcala de Henares, Spain

INTERNSHIP:

Teacher Intern, Spanish, New Hanover High School, Wilmington NC, Spring 2006

Create and implement daily lesson plans in Spanish with a variety of learning styles
Participate in Parent-Teacher Conferences
Able to use technology such as PowerPoint, when available
Assist in Spanish Club at New Hanover High

RELEVANT EXPERIENCE:

Tutor, College Park Elementary School 8/01-5/03

Tutored English as a Second Language (ESL) students at varying levels of proficiency
Tutored K-5 in reading and writing-familiar with AR Testing

Volunteer, Centro Latino, Wilmington NC (910) 341-0007, Summer of 2004

Ran a summer program for Hispanic children ages 8-18
Calendars, newsletters, and permission slips in Spanish
Program design in collaboration with Ms. Kathryn Hoffman
Collaboration with the community for free services/field trips for our program
Tutoring Hispanic children in reading, writing, and sometimes math
Donate clothing and bilingual books to Centro Latino
Independent study with Dr. DiPuccio of UNCW on the education of Hispanics in the U. S.

Field Observations/Experience, Fall 2004-Fall 2005

Blair Elementary, Forest Hills Elementary, New Hanover High, Wilmington NC

Observed classroom setting and teaching styles
Learned behavior management for the behaviorally disabled (oppositional defiance disorder and more)
Observed and used new techniques with the learning disabled
Participated in classroom activities and assisted in teacher responsibilities-created and taught lesson plans

Volunteer, 20 hours at UPC Easter Seals

Worked with people with disabilities, both ambulatory and non ambulatory

COMPUTER SKILLS:

Microsoft Word (65-70 wpm), some Apple experience, Excel, PowerPoint, Internet proficient,
TaskStream proficient, some NC-Y experience

OTHER EXPERIENCE:

Legal secretary, August 2005-December 2005

Thurston and Betts, PLLC, Wilmington NC

Waitress, June 2004-December 2005

Bald Head Island Country Club, Southport NC

Stephanie Sikorski

5006 Carleton Drive
Unit 64
Wilmington NC 28403
910-200-2582
helicopter613@hotmail.com

Qualifications for Editorial Assistant in a high volume environment

Fluent in MS Word and Excel
Proficient in multi-tasking and meeting deadlines
Ability to communicate clearly in a professional environment

Education

B. A. in English with a concentration in Professional Writing, May 2006, University of North Carolina at Wilmington, Wilmington NC

Core courses: Technical writing, writing for business, editing, essay writing, journalism, computing
And applications

B. A. in Creative Writing with a concentration in Fiction Writing, May 2006, University of North Carolina at Wilmington, Wilmington NC

Core courses: Advanced fiction writing, forms of fiction, confessional poetry, non-fiction writing

Editing Experience

Numerous courses in relation to editing and professional writing
Editing for UNCW *Tidelines*
Considerable editing of peer literature in Creative Writing courses
Memos and correspondence for course projects

Other Writing Experience

Extensive portfolio of fiction and non-fiction manuscripts
Technical writing portfolio

Employment History

2000-2001 Associate, Belk Department Store, Wilmington NC. Full Time
2001-2003 Wait staff and certified trainer, Rock-ola Café, Wilmington NC. Part-time.
2003-present Bartender and wait staff, Bridge Tender Restaurant, Wilmington NC. Part-time while attending the University of North Carolina at Wilmington

Portfolio and References Available on Request

Cammeron Alekzandra Batanides

- Objective** Seeking full time position as a receptionist and/or office assistant.
- Education** 08/2003-05/2006 University of North Carolina at Wilmington, Wilmington, NC
Majors: Art History and Studio Art Minor: Theater
- Classes include 2-D and 3-D Design, Marketing and Communication , and Graphic Design Courses
- Computer typing classes
- Work Experience** 06/2005-present STUDIO 1515 Wilmington NC
Promotion Coordinator Adam Huegel
- Designed and produced flyers for studio time and room rentals.
- Designed and produced flyers for shows located in different venues around Wilmington.
- Designed and produced membership cards for local artists.
- Designed and coordinated compact discs for numerous documents.
- 02/2006-5/2006 WEED MAN Wilmington NC
Sales Associate
- Calling customers and prospects and offering new service as well as renewing lawn care service.
- 06/2005-03/2006 GALLERY MIA TYSON Wilmington NC
Gallery Assistant Mia Tyson
- Supervised the art gallery while the owner was out of town.
- Gathered, packed and arranged shipment of artwork to commissioned buyers
- Internship with the owner for a four month period where I assisted in the production of porcelain artwork.
- 4/2005-7/2005 JS CLARK Wilmington NC
Receptionist Livian Jones
- Filing papers and producing documents for various work cities in Wilmington, NC and other cities within the region.
- Answering telephones with multiple lines.
- Scheduling appointments with superiors.
- Organizing blue-prints for shipments to various work cities.
SENIOR TECHNICIAN/ASSISTANT MANAGER
- Handling customers on a daily basis to ensure that they are satisfied with their services.
- Maintaining a well-trained staff.
- Filing papers.
- Opening and closing the store.
- Assisting the owner and manager in various tasks in and outside the store.