**Sarah B. Thompson**

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**OBJECTIVE** A communication position within a nonprofit organization

**EDUCATION** **Bachelor of Arts in Communication**, May 20XX

Minors in Spanish and Psychology

Wichita State University, Wichita, KS GPA 3.7/4.0

**PROFESSIONAL** Elderly Care of Wichita, Wichita, KS, Fall 20XX - Spring 20XX

**EXPERIENCE** ***Communication Specialist - Co-op Position***

* Helped in development of all marketing pieces, including brochures and handouts
* Wrote and edited employee newsletter
* Researched planned giving project and developed materials for mass mailing
* Published two articles in National “Elderly Care” Newsletter

Columbia Hospital, El Dorado, KS, Spring and Summer 20XX

***Communication Assistant - Co-op Position***

* Helped develop monthly in-house employee newsletter
* Wrote articles and helped edit newsletter
* Edited communication materials for staff of five
* Assisted in writing new employee handbook and community resource book for Department of Social Work

**ADDITIONAL** Greenleaf Apartments, Wichita, KS, 20XX-20XX

**EXPERIENCE** ***Assistant Manager***

* Supervised and scheduled maintenance crew of ten
* Assisted tenants with questions and concerns
* Handled customer complaints in timely manner

***Maintenance Worker***

* Worked as member of grounds crew in keeping property neat and orderly

**COMPUTER** Microsoft Word, Access and PowerPoint; Adobe PageMaker, InDesign

**SKILLS** and Photoshop

**ACTIVITIES** Treasurer, Society of Women in Communication, 20XX-20XX

Vice-President, Communication Club, 20XX-20XX

* Served as chair of four-state regional student conference
* Created monthly program series featuring local communications professionals