

## Jane Jones

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**Objective** Career related experience in public relations with an environmental non-profit organization.

**Education** The University of Tennessee at Chattanooga  
Major: Communication; Minor: Environmental Science  
Expected Graduation Date: May 2002  
Overall GPA:3.7/4.0 Major GPA:3.5/4.0

### Work Experience

**Public Relations Volunteer, Chattanooga Aquarium, Chattanooga, TN, May 2000-present.**

Write press releases for events and programming at the Chattanooga Aquarium. Assist in editing of publications including brochures and newsletter. Perform general office work including database entry and filing.

**Sales Assistant, Sears, Chattanooga, TN, May-January 1999.**

Assisted customers, sold merchandise, operated cash register, inventoried merchandise, and arranged displays.

**Counselor, Camp Misty Lake, Misty, MI, May-August 1998.**

Directly responsible for the general welfare of ten campers, ages ten to twelve. Assisted the children in resolving personal conflicts that arose. Developed, implemented, and oversaw the swimming lesson program for all seventy camp participants.

### Related Coursework

Communication Writing I and II  
Introduction to Public Relations  
The Public Relations Campaign  
Public Communication and Environmental Issues  
Introduction to Environmental Problems I and II  
Environmental Survey Methods

### Activities & Honors

**Secretary**, Public Relations Student Society of America, May 1999- present  
Record minutes of meetings, publicize upcoming events to the UTC campus.  
**Writer**, University Echo (school newspaper)  
**Member, UTC Rowing Team**  
**Member**, Circle K (service club)  
**Member**, Golden Key (academic honor society)  
**Dean's List**, 1999-2000, 4 semesters

### Computer Experience

Familiar with the following software programs: Microsoft Word, Excel, and PageMaker.