

Christine Smith

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OBJECTIVE

To obtain an internship in magazine publishing.

EDUCATION

Pitzer College, Claremont, CA
B.A. Classics
Expected date of graduation, May 2008
GPA: 3.58

RELATED EXPERIENCE

Tutor, Writing Center, Pitzer College, Claremont, CA Fall 2005 - Present
Answer questions about individual work. Critique rough drafts and make suggestions for structural and stylistic improvement.

Staff Writer, *Pitzer Planet*, Career Services, Pitzer College, Claremont, CA Fall 2005
Wrote weekly feature articles on various campus events. Aided in the decision of weekly topics for discussion. Uploaded to web through use of Dreamweaver software.

Editor-in-Chief, *another COG*, Claremont High School, Claremont, CA 2002 - 2003
Assigned and edited articles. Managed staff of fifteen. Composed editorial, features and news articles. Created advertisements and supervised paste-up and lay-out.

Founder and Editor-in-Chief, *Juggernaut Cover Girl*, Claremont, CA 2002 - 2003
Founded this independent magazine with the help of six other high school students. Edited and assigned satirical articles on high school life. Solicited advertising and created advertisements. Supervised paste-up and lay-out.

OTHER EXPERIENCE

Office Positions, Manpower Temporary Agency, Pomona, CA Summer 2004 and 2005
Positions included receptionist, mail room assistant, and data entry specialist. Worked with Microsoft Excel for database management and entered client information into archival system. Directed phone calls, filed and verified auto insurance coverage.

ACTIVITIES

Varsity Tennis, Claremont High School, Claremont, CA, 2001-2004; Team Captain, 2004
Habitat for Humanity, Claremont, CA, 2002-2003
Model United Nations, Pomona, CA, 2002

SKILLS

Proficient with Microsoft Office 2003 (Word, Excel, PowerPoint, Access and Publisher). Web development experience through use of Dreamweaver software. Working knowledge of French.

INTERESTS

Creative writing, history of South America and Europe, politics and communications.