

KYLE M. JONES

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EDUCATION

Indiana University of Pennsylvania (IUP), Indiana, Pennsylvania

Bachelor of Science in Communication

Anticipated May 2014

Concentration in Interpersonal and Organizational Communication

Minor in Recreation and Leisure

GPA 3.7/4.0, Dean's list 8/8 semesters

RELEVANT COURSEWORK

Public Speaking

Intercultural Communication

Interpersonal Communication in Business

Group Leadership

RELATED EXPERIENCE

Section Editor, *The Penn*, IUP, Indiana, PA

August 2012 - Present

- Research, prepare and write 26 pieces about student life for publication in campus newspaper
- Supervise over 10 contributing writers, including weekly emails on suggestions and tips

President, Public Relation Student Society of America, IUP, Indiana, PA

August 2012 - Present

- Manage organization's \$5,000 budget to ensure proper allocation of funds.
- Train new Public Relation Student Society of America board members on organizational protocol
- Create, implement, and evaluate 10 workshops on becoming a better public relations practitioner

Student Caller

September 2011 - June 2012

The IUP Foundation Telefund, IUP, Indiana, PA

- Ranked #6 out of 50 student callers contributing to annual goal of \$20,000

ADDITIONAL EXPERIENCE

Sales Intern

May 2012 - August 2012

Telecommunications Industry Incorporated, Pittsburgh, PA

- Assisted Central and South America sales staff with Spanish to English translation
- Cold called over 40 foreign telecom organizations, introducing company and providing information about services offered

Student Assistant

September 2011- May 2011

The Office of Records and Registration, IUP, Indiana, PA

- Processed over 150 transcript requests each week for employment and graduate school applications
- Assisted with various clerical tasks, to include data entry, report writing and answering phones

HONORS AND AWARDS

- University Wide Student Employee of the Year Award, IUP, PA

May 2012

SKILLS

Spanish - Proficient in reading, writing and conversational spoken ability

Social Media savvy – including Facebook, Twitter, blogs, and LinkedIn