

**PAT A. SMYTHE**

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**EDUCATION**

**Florida Gulf Coast University**, Fort Myers, FL

*Pursuing a Bachelor of Arts Degree in Communication*

Expected May 20XX

- 3.4 Cumulative GPA; Dean's List 20XX
- Relevant coursework: *Advanced Public Speaking, Journalism, Organizational Communication Behavior, Communication and Conflict, and Nonprofit Public Relations*

**University of Florida**, Gainesville, FL

*Completed 30 hours of general education coursework*

August 20XX – May 20XX

**RELATED EXPERIENCE**

**Gulf Coast Cruise Liner**, Naples, FL

(An international luxury yacht broker with corporate headquarters in Naples)

*Community Relations Intern / Newsletter Editor*

August 20XX – December 20XX

- Drafted and distributed press releases to print media about company's work with local charities
- Developed contacts at local radio and television stations for event coverage
- Represented the company at Chamber of Commerce events and trade shows
- Created quarterly company newsletter which was distributed to all customers
- Coordinated speaking arrangements for company President on boating safety
- Constructed PowerPoint presentations for sales meetings
- Revamped content of company website to better showcase product line
- Designed graphics layout for new company brochures and created advertising literature to distribute to upscale residential communities
- Researched competitors to identify gaps in the marketplace and suggest sales opportunities, which helped increase revenues by over 8% from the previous year

**RELATED SKILLS**

- Proficient in a variety of business computer applications, including Excel, Access, Publisher, Flash, Dreamweaver, InDesign, and Photoshop
- Bilingual – conversational Spanish

**OTHER WORK EXPERIENCE**

**The Beachside Restaurant**, *Server*, Fort Myers, FL

December 20XX – Present

- Selected as February Employee of the Month for providing outstanding customer service
- Provide orientation and on-going training to new hires

**University Bookstore**, *Sales Associate*, Gainesville, FL

August 20XX – May 20XX

- Assisted the Community Relations Manager in hosting author book signings and special events
- Volunteered to be cross-trained in all other areas of the store in order to provide additional support and assistance to those departments as needed

**Collier County Parks & Recreation**, *Summer Camp Counselor*, Naples, FL

Seasonally (20XX – 20XX)

**CAMPUS AND COMMUNITY INVOLVEMENT**

- Florida Gulf Coast University Student Government – Public Relations Committee
- Habitat for Humanity