

# STEPHEN A. SAINT

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**OBJECTIVE** Seeking to obtain an internship with the Buffalo News.

## EDUCATION

**St. Bonaventure University, St. Bonaventure, NY** Anticipated: May 20XX  
Bachelor of Arts in Journalism  
GPA: 3.42/4.00 Dean's List all semesters  
Relevant Coursework: Communication Today, Professional Writing,  
News Writing and Reporting, Media Law, Reporter's Narrative, Video Production

## RELEVANT EXPERIENCE

**Assistant Editor, *The Bona Venture*** January 20XX – present

- Proofread and critique articles in collaboration with senior editor
- Write weekly feature article in music and arts realm
- Communicate weekly goals to 5 person feature writing team in a timely manner

**Webcasts Coordinator, *SBU TV*** September 20XX – present

- Develop scripts for weekly segments
- Upload content and clips for broadcast via channel and website
- Conduct and film interviews for campus sports events

**Co-President, *SBU Photography Club*** Fall 20XX - present

- Organize club group sessions for outdoor practice shooting
- Maintain club's website by uploading photos and current topic ideas

**Audio Visual Assistant, *SBU Library*** Summer 20XX

- Prepared equipment for presentations, classes and student use
- Assisted with maintenance and cleaning of equipment

## EMPLOYMENT

**Telephone Fundraiser, *Bonathon*, SBU** April 20XX – May 20XX

- Solicited SBU alumni for monetary donations
- Recognized for meeting annual benchmark goals

**Food Service Worker, *Arby's*, Anytown, NY** Summer 20XX

- Prepared orders, ran register and provided excellent customer service

## ACTIVITIES

*Peer Mentor*, First Year Experience Program (Fall 20XX - present)  
*Volunteer*, Warming House Soup Kitchen (Fall 2011 - Spring 20XX)  
*Team Member*, Intramural Volleyball (Fall 20XX)

## SKILLS

**Computer/Technical** – Microsoft Word, PowerPoint, Publisher and Excel; advanced training and knowledge of Adobe InDesign and working knowledge of Adobe Photoshop.  
**Language** – Intermediate knowledge of written and spoken Spanish