

Donna Petrovik

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EDUCATION

University of Dayton, Dayton OH Graduation: May 20XX
3.6 GPA

- B.A. Political Science
- University Honors Program

Study Abroad Honors Program, *Paris, France* Summer 20XX
American University Washington Semester Program Fall 20XX

RELATED EXPERIENCE

- **New Beginnings** *Washington, DC* June 20XX - August 20XX
Intern
 - Create curriculum and event plan for first annual Young Women's Political Leadership Retreat
 - Head and manage the young women's mentoring program by recruiting mentors and acting as a liaison between the mentors and the leadership retreat students.
 - Write press-releases about upcoming and past New Beginnings events
 - Write entries for the newsletter
 - Recreate the face of New Beginnings on the internet
 - Represent New Beginnings by writing regular blog entries on www.nbheadquarters.org
 - Create sponsorship packets to increase contributions to New Beginnings

- **Women Under Forty PAC (WUFAC)** *Washington, DC* June 20XX- August 20XX
Intern
 - Research all definite and indefinite female congressional candidates for the 2008 election
 - Redesign the WUFAC website to focus on fundraising
 - Assist in redesigning the mission and purpose of WUFAC
 - Manage e-mail and mailing address lists of WUFAC members and contributors
 - Create and manage fundraising e-mails and direct mailings

- **Judicial System Shadowing** *Columbus, OH* October 20XX
 - Participated in a two week shadow program offering a first-hand look at the inner workings of the legal and law enforcement processes.

- **Public Relations**
 - Completed a simulated public relations project containing the following: a project proposal, a pitch letter, a news release, a communication plan, and a mock media interview.
 - Completed a media kit sponsored by the Dayton chapter of A Special Wish Foundation. The media kit included: a backgrounder, biographies of key people, a news release, a feature story, a newsletter, a flyer, a brochure, a fact sheet, and a radio spot script.

HONORS AND ACTIVITIES

- University of Dayton Presidential Scholarship and Alumni Award, American University Merit Based Scholarship
- Dean's List- all semesters
- Phi Alpha Delta, pre-law fraternity – recruiter, event planner, and member
- Lighthouse retreat planning team – recruiter, member
- Christmas on Campus' Adopt a Child - service for Dayton's under-privileged children

SKILLS

- Proficiency in using Microsoft Word, Excel, and PowerPoint
- Comfortable with Adobe InDesign software
- Experience using SPSS statistical analysis software
- Intermediate French speaking, reading, and listening skills
- Excellent time management skills gained from working part-time while being a full-time student