

NITA RITER

1 Great Hire Road, Marietta, GA 30001
(404) 123-4567
nr iter2@gmail.com

EDUCATION

Kennesaw State University Kennesaw, GA
Bachelor of Arts in English, anticipated May 2016 GPA 3.59
Honors: Dean's List (every semester), Delta Epsilon Iota National Honor Society
Related Courses: Grammar in the Context of Writing, Topics in African Literature, Shakespeare in Literature, Survey in World Grammar and Linguistics

RELEVANT EXPERIENCE

News Reporter, "**The Sentinel**," campus newspaper August 2012 – Present

- Write and edit weekly news stories by deadline, about campus events and happenings
- Research longer feature articles that are published on a monthly basis
- Consult with photographers when pictures are needed

Intern, **Peachtree Publishers** Atlanta, GA January – May 2015

- Developed marketing plan to create and engage new niche in audience
- Proof-read and edited manuscripts as they arrived at the publisher
- Researched blogs, websites, magazines, and newspapers to generate new clientele
- Gained proficiency in MLA, APA, and Chicago editing styles

COMPUTER AND LANGUAGE SKILLS

- Proficient with MS Office, including Word and PowerPoint, and social media platforms, especially Twitter, Tumblr, and Instagram
- Fluent in written and oral German, moderate understanding of Spanish

CAMPUS INVOLVEMENT

President, Minority Student Association, Kennesaw State University August 2013 – Present

- Serve on Presidential commissioned diversity committee with staff and faculty
- Coordinate annual fundraiser for local charity MUST Ministries
 - Raised \$4,000 through banquet and raffle in 2014, setting the all-time record for the organization
 - Developed social media campaign to promote the event
 - Worked with the community partners to successfully pull off the event

OTHER EXPERIENCE

Teller, Money Banks Marietta, GA April 2012 – Present

- Provide customer service through resolution of problems, explanation of bank services, and knowledge of financial planning, resulting in greater customer satisfaction
- Selected as Customer Service Employee of the Month for June 2013, August and December 2014
- Perform all teller transactions, including checking, savings and certificates of deposit