

ANNA E. BANANA

Current Address: 410 Westhampton Way Box 0000 | University of Richmond, VA 23173

Permanent Address: 12 Generic Avenue | What Cheer, IA 10000

(111) 555-5555 | abanana@richmond.edu

EDUCATION

University of Richmond (UR), Richmond, VA

Bachelor of Arts: Major in Journalism, Minor in Leadership Studies, May 2021

GPA: 3.31

Honors: Phi Beta Delta (International Studies Honor Society), Golden Key National Honor Society

Study Abroad: Institute of European Studies, London, England, Fall 2019

Studied British History and Journalism

WRITING EXPERIENCE

Journalism Intern, *Transatlantic American Magazine*, London, UK, Summer 2019

- Wrote and edited news and feature articles for an English publication that targets expatriate Americans living in Europe
- Represented magazine at a press conference launching a year-long exhibit on American culture

Design Editor and Staff Reporter, *The Collegian*, Spring 2018 - Spring 2019

- Redesigned the layout of the paper using Quark Express
- Reported articles weekly and assisted in copy setting
- Arranged the layout and structure of the paper on a weekly basis

Communications Intern, *UR Office of Alumni and Career Services*, Spring 2018 - Spring 2019

- Created flyers and other publicity pieces using PageMaker and Microsoft Publisher
- Wrote three press releases per week and various newsletter articles throughout the year

Writing Fellow, *University of Richmond*, Fall 2017 - Spring 2018

- Tutored students on organization, grammar, and strength of their papers
- Learned to critique and encourage better writing without controlling the progress of the paper

ADDITIONAL EXPERIENCE

Head Waitress, *Chestnut Tree Inn*, What Cheer, IA, Summers 2017 and 2018

- Communicated between the wait staff, the manager, and the inn owner; devoted 60 hours per week
- Trained 15 waiters and waitresses on the Inn procedures and protocols

Nanny, *McGuire Family*, Pepper, MN, Summers 2015 and 2016

- Cared for three children, ages 3-10, 50 hours per week

LEADERSHIP

Recruitment Counselor, *Phi Theta Beta Sorority*, University of Richmond, Fall 2017 - Spring 2018

- Introduced and guided interested prospective women to all sorority communities
- Organized 15 events during new member recruitment for over 100 participants

Chairperson, *"Recreating the Image of Greek Life" Project*, University of Richmond, Fall 2017

- Developed a strategy to change the opinions of the administration, police, faculty, and Richmond community about sororities and fraternities
- Coordinated work with director of Greek life for the university