**Kelsey L. Thaxton**

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**Objective:** To obtain an internship in the Public Relations field.

**Education:** CAPITAL UNIVERSITY, Columbus, Ohio

**Bachelor of Arts**, May 2012

Major: Public Relations

GPA: 3.1/4.0

**Work Experience: Sales Associate** 12/10- present

CAPITAL UNIVERSITY BARNES AND NOBLE BOOKSTORE, Bexley, OH

* Provide customers with exceptional service
* Ensure that they find what they are looking for
* Take care of customers who are out of state by putting together and sending out online orders
* Operate cash register as well as handle customer’s money

**Lifeguard** 05/07-08/10

Five Seasons Sports Club, Westlake, OH

* Observed the pool area to ensure that all members were following the rules of the club
* Maintained the chemicals in the pool hourly
* Maintained the pool deck to make sure that it was a safe and clean environment

**Swim Team Coach** 06/08- present

FIVE SEASONS SPORTS CLUB, Westlake, OH

* Worked with swimmers ages 9 and 10 to improve their strokes
* Constructed lineups for the weekly swim meets against other country clubs in the league

**Swim Lesson Instructor** 06/08- present

FIVE SEASONS SPORTS CLUB, Westlake, OH

* Instructed children ages 4-11 on the fundamentals of swimming
* Planned activities for the children that would make them more comfortable with swimming on their

**Server**, April 2006- July 2007

Fenik's Frozen Custard, Avon Lake, OH

* Provided customers with exceptional customer service
* Made sure they were satisfied with their orders
* Operated cash register as well as handle customer’s money

**Awards/Honors:**

**Capital University**: Dean’s List

**Phi Sigma Sigma:** founding and active member on Capital University’s Campus

**Chi Theta Pi:** Treasurer, Fundraising Chair, PR/Communications Chair

**Skills:**

Operating Systems: Microsoft Office Publisher

Language: 6 years of Spanish class

This is a decent start, Kelsey. The resume, however, could use much more work in terms of positioning, consistency, and visual appeal. Follow my suggestions and don’t hesitate to discuss your ideas with me anytime. –SR

Grade: R (revise). I’d like to look at your resume again sometime in November.