**Contact Information**

Phone: (724)-553-1000

Email: YBSP@iup.edu

**Computer**

**Skills**

-Macintosh Operating system

-Windows operating system

-Microsoft PowerPoint -Microsoft Excel

-Microsoft Word

-Flash

-Adobe Dreamweaver

-Adobe Fireworks

-Adobe Photoshop

-HTML

-Social Media

**Honors**

**Presented at Undergraduate Studies Forum**:

-Spring 2011

**Dean’s List:**

-Spring 2010

-Fall 2010

-Spring 2011

-Fall 2011

**Courses**

-Internet and Multimedia

-Consulting and Project Management

-Entertainment Public Relations

-Social Media and Public Relations

-Marketing Presentations

-Marketing and Promotions

-Mass Media and Behavior

\*Full transcript available upon request

**Dave Felt**

**Objective**

My goal is to make a positive contribution in a professional environment utilizing my formal academic training and previous internship experience.

**Summary of Qualifications**

-Great people person -Competitive and organized

-Ability to multitask and meet deadlines -Enjoy work in a fast paced environment

-Team player and Goal Oriented -Excellent written and oral communication

-Great interpersonal skills -Service sales experience

-Public speaking experience -Hard working and independent

-Positive attitude -Self motivated and enthusiastic

-Detail oriented -Enjoy work in a fast paced environment

**Education**

Indiana University of Pennsylvania (IUP) Indiana PA 15701

Bachelor of Science Degree: August, 2012

Major: Communications Media with emphasis on Promotions

Minor: Economics

Overall GPA: 3.1

**Professional Experience**

Public Relations Intern Summer 2011, *Glade Run Lutheran Services*

-Worked directly with Public Relations coordinator and Marketing Director

-Created content for printed brochures to provide potential clients with clear, concise information

-Created and edited content for website providing visitors with a more to the point experience

-Wrote numerous grant letters to attract and influence potential benefactors

-Assisted Marketing Director in creative aspects of promotional website commercial

**Public Speaking**

-Have prepared numerous speeches (informative, persuasive, sales, ect.) through the effective use of media and oral language

**Organized Promotional Event**

-WIUP FM resulting in increased audience

**Modest Sales Experience**

-Service industry helping customers and preparing for advertized sales

**Other Work Experience**

Cook/prep Summer 2010, Quaker Steak N Lube

-Effectively communicated with management and staff, averaging 45-60 hrs a week

Sales Associate Summer 2009, Wal-Mart

-Worked with department manager in running lawn and garden section of store

-Effectively marketed products setting up new displays and priced merchandise for the advertised sale