**NITA RITER**

**1 Great Hire Road, Marietta, Georgia 30001**

**(404) 123-4567**

**nriter2@gmail.com**

**EDUCATION**

Kennesaw State University

Bachelor of Arts in English, GPA 3.59

Anticipated Graduation May 2017

Honors: Dean’s List (every semester), Delta Epsilon Iota National Honor Society

Relevant 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*,** KSU Student Newspaper August 2012–Present

* Write and edit weekly news stories by deadline about campus events and happenings
* Research longer feature articles published on a monthly basis
* Work with photographers to select images for publication

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

* Developed marketing plan to create and engage new niche in audience
* Edited and proofread manuscripts for publication
* Researched blogs, websites, magazines, and newspapers to identify new clientele
* Gained proficiency in MLA, APA, and Chicago formatting styles

**LEADERSHIP AND CAMPUS INVOLVEMENT**

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

* Serve on Presidential-commissioned diversity committee with staff and faculty
* Coordinated 2014 annual fundraiser for the nonprofit organization MUST Ministries
* Organized most successful fundraising banquet and raffle in 2014 (Raised $4,000)
* Developed and implemented social media campaign to promote banquet and raffle
* Worked closely with community partners to coordinate their participation in event

**ADDITIONAL WORK EXPERIENCE**

Customer Service Representative, Money Banks, Marietta, Georgia April 2012–Present

* Provide customer service, including resolution of concerns and explanation of bank services
* Selected as Customer Service Employee of the Month: June 2013, August 2014, and December 2014
* Perform banking transactions, including deposits to checking and savings accounts and till reconciliation

# TECHNOLOGY AND LANGUAGE SKILLS

* Proficient with MS Office (Word and PowerPoint)\
* Experienced with Social Media Platforms (Twitter, Tumblr, Instagram)
* Languages: German (Fluent—written and oral), Spanish (Basic)