

Kim Tran

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Objective	A summer internship in the editorial department of a publishing firm	
Education	University of Minnesota, Minneapolis, MN	2004
	Bachelor of Arts	
	Major: English	Cumulative GPA: 3.7/4.0
	Minor: Economics	GPA in Major: 3.9/4.0
Publication Experience	<u>The Daily</u> , campus newspaper, University of Minnesota	
	<i>News Editor</i>	<i>April 2003 – present</i>
	<ul style="list-style-type: none">• Conceptualize, assign, write, and edit news stories for daily paper• Meet increasing design and content needs• Increased number of new stories covered each issue from less than 3 to 4.4• Employ and supervise staff of 15 news writers• Lay out all news pages using QuarkXPress	
	<i>Assistant News Editor</i>	<i>February – April 2003</i>
	<i>Copy Editor, Staff Writer</i>	<i>September 2001 – February 2003</i>
	<ul style="list-style-type: none">• Expanded and polished writing and professional skills by covering a variety of news stories, including community and in-depth articles• Edited all copy for clarity, grammar and style	
	<u>The Undergraduate Review</u> , University of Minnesota	
	<i>Managing Editor</i>	<i>2003 – 2004</i>
	<ul style="list-style-type: none">• Led development of campus academic magazine in position usually held by two-person team• Recruited and supervised six-member editorial board and two-member layout and design staff• Gathered 21-23 manuscripts and worked with editorial board in selection process• Worked with writers in editing and polishing selections for publication• Petitioned for project's funding• Arranged for production with professional printing firm and handled distribution	
Office Experience	JC Penney Styling Salon	Des Moines, IA
	<i>Receptionist</i>	Summers and holidays, 2001 – 2003
	Answered calls and handled daily schedules for 12 stylists Greeted customers and performed as a liaison between staff and customers	
	Manpower Temporary Services	Des Moines, IA
	<i>Office Temporary</i>	Summers and holidays, 2000 – 2001
Honors and Awards	Dean's List each semester	Alumni Scholarship
	Gamma Upsilon, media honorary	
	Omicron Delta Epsilon, economics honorary	
Computer Skills	IBM and Macintosh literate, Microsoft Word, QuarkXPress, Illustrator, PhotoShop, Dreamweaver	
References	Available upon request	