

Heather Nicole Rose

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SUMMARY

Currently enrolled college student pursuing a BS Degree in the School of Media Arts and Design with a Corporate Communications concentration. This program concentrates on the design and layout of printed and electronic publications to maximize the effectiveness of communications. Three years of high school yearbook experience, as an editor, layout designer, photographer and writer, plus two years of college study, with multiple Media Arts and Design and Communications courses plus several Math, Science and Humanities courses. Extensive experience with both PC and Macintosh computers using MS Office including: Word, Excel and PowerPoint, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, and Broderbund Print shop. Comfortable using office equipment including fax machines, copiers, scanners, printers, shredders, multiple-line phone systems, WiFi and computer networks.

OBJECTIVE

I am seeking opportunities that will allow me to combine my interests in Media Design and Communications into a meaningful contribution.

EDUCATION

BS, Print Journalism, May 2009
James Madison University
School of Media Arts and Design
GPA: 3.3/4.0

Advanced Studies Diploma
Woodbridge Sr. High School
Woodbridge, VA
GPA: 3.75/4.0

EMPLOYMENT HISTORY

March 2007 – August 2007
Orientation Operations Assistant

James Madison University
Harrisonburg, VA

- Responsible for assisting in all phases of orientation preparation
 - Assisted with setting orientation dates for all first-year students
 - Provided customer service for first-year students and families before, during, and after orientation dates
- Answered multiple phone lines and questions/conflicts regarding orientation
- Helped with design and proofing of orientation materials
 - The Onebook (Step-by-step by guide book for first-year students)
 - The Federalist 10 (first-year reading material)

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- Greeted and checked in first-year students and families at Orientation
- Completed general office duties (faxing, mail delivery, filing)

August 2006 (2 weeks)
Data Entry Specialist
Temporary Solutions, Inc.

Marine Corps Heritage Foundation
Quantico, VA

- Responsible for accurately transcribing hardcopy data into MS Excel spreadsheets
- Emphasis was placed on quality and timeliness of work

June 2006 – July 2006
Promotional Representative
GMR, Inc.

Bank of America
Manassas, VA

- Responsible for generating interest in the Bank of America
- Greeted potential customers
- Distributed flyers and promotional game pieces
- Answered questions about the bank

May 2006 – June 2006
Receptionist
Manpower, Inc.

Fairfax County Attorney Office
Fairfax, VA

- Answered phone lines for this very busy government office
- Transferred calls to appropriate offices
- Delivered mail and faxes
- Checked in all visitors and appointments
- Answered general public questions

July 2005 – January 2006
Customer Service Representative

The Furniture Store
Woodbridge, VA

- Served as the store's primary customer interface for post-purchase services
- Greeted customers with a warm and friendly attitude
- Coordinated all phases of furniture deliveries
- Performed cashier duties
- Assisted managements with opening and closing of the store

November 2004 – February 2005
Sales Representative

Hollister, Co.
Woodbridge, VA

- Greeted customers, presenting a positive corporate image
- Assisted customers with selections and purchases
- Performed cashier duties
- Redesigned store merchandise displays

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HONORS AND ACTIVITIES

- James Madison University Dean's List (Spring 2007, Fall 2007)
- Harrisonburg Quilt Museum volunteer (2005)
- American Red Cross "Candy Stripper" volunteer (2000 – 2005)
- High School Year Book Editor and Photographer (2002 – 2005)
- National Honor Society (2003 – 2005)
- High School Varsity Field Hockey and Crew (2001 – 2005)