

Joe B. Mountaineer

Professional.Email@gmail.com | (304) 123-4567 | [View Home Address Guidelines](#)

EDUCATION

West Virginia University, Morgantown, WV
Bachelor of Science in Communication Studies
GPA: 3.5/4.0

Expected: May XXXX

EXPERIENCE

International Collegiate Travelers, Washington, DC
Marketing and Communications Intern

May XXXX – Present

- Assisted the Executive Director in coronation of various meetings, conferences, and banquet functions
- Created and distributed marketing information, including press releases to international clientele that helped increase sales by 30%
- Aided in the development and implementation of internship and study abroad programs between both Italian and American High schools

U.S Navy, San Diego, CA
Linguist

August XXXX – May XXXX

- Completed over 100,000 communication and technical reports on unusual communication activity
- Translated, filtered, and analyzed routine communications; maintained logs, records, files, and publications
- Performed duties requiring proficiency in a foreign language including use of grammar, basic vocabulary and language working aids

LEADERSHIP

WVU Undergraduate Communication Association
Vice President

September XXXX – Present

- Develop outreach projects and events dedicated to philanthropic endeavors
- Administer monthly meetings using Robert's Rules of Order when president is absent

Unit Leader

October XXXX – May XXXX

- Facilitated 35 physical readiness test evaluations resulting in 100% physical readiness for the unit during Spring 2016
- Ensured all personnel was up to date on trainings and organized leader development programs

ACHIEVEMENTS

Dean's List

Fall XXXX and Spring XXXX

SKILLS

Computer: Proficient in Adobe Creative Suite, HTML, Java, and full Microsoft Office Suite

Language: Fluent in Chinese Mandarin

TRAININGS

Advanced Chinese Mandarin Course

June 2019

Basic Chinese Mandarin Course

June 2018