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|--------------------------------|--|---|
| Objective | My objective is to use my leadership skills and education in professional writing to become an integral part of a corporate communications team. | |
| Education | 2004– | University of California Santa Barbara Santa Barbara, CA. <ul style="list-style-type: none">• Business/Econ Major (3.4 Cumulative GPA)• Professional Writing Business Communication Minor (4.0 GPA)• Dean's Honors in Spring 05' (3.75 GPA or higher) |
| | 2002–2004 | Moorpark Junior College Moorpark, CA. <ul style="list-style-type: none">• Received an Associate's degree• Multiple semesters on the Dean's list |
| Professional Experience | 2006– | DAVIES Communications Santa Barbara, CA. Intern in Public Affairs <ul style="list-style-type: none">• Tasks include letter writing, database management, focus interviewing, media monitoring, meeting transcription, event outreach, and research |
| | 2003–2004 | Gold's Gym Thousand Oaks, CA. Certified Personal Trainer <ul style="list-style-type: none">• Maintained a steady client base over the course of one year• Strong sales and personal skills were required |
| | 2002–2003 | Alpert & King Accounting Offices Thousand Oaks, CA. Administrative Assistant <ul style="list-style-type: none">• Worked on various office projects |
| | 2001–2002 | Subway Sandwich Company Agoura, CA. Junior manager <ul style="list-style-type: none">• Computed weekend inventory and cash balances, and made bank drops• Managed the restaurant / employees during weekend work shift |
| Accolades | 2006 | UCSB Professional Business Writing Santa Barbara, CA. Guffey Excellence in Business Communication Award <ul style="list-style-type: none">• Won "First Place" in a website evaluation writing competition |
| | 2005 | UCSB Adaptive Recreations Santa Barbara, CA. Volunteer of the Summer <ul style="list-style-type: none">• Volunteer 6+ hours each month assisting disabled athletes |
| | 1999 | Boy Scouts of America Eagle Scout <ul style="list-style-type: none">• Several leadership positions held, including President for over 80+ scouts• Planned and carried out a 188 man-hour community service project |

YANI ANDRIANOS

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Goleta, CA 93117

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EDUCATION

| | | |
|------------------------|--|-------------------|
| 2002-Present | University of California, Santa Barbara Major, Business Economics-Accounting Emphasis Minor, Professional Business Writing GPA 3.53 (A=4.0) | Santa Barbara, CA |
| Sept. 2005 – Dec. 2005 | American College of Greece - Deree GPA 4.0 | |

HONORS

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|-------------|---|
| Fall 2004 | PWC-XACT (UCSB) Campus Competition-1 st place |
| Fall 2004 | PWC-XACT Honorary mention for nationals-6 th place |
| Winter 2002 | Deans List |

WORK EXPERIENCE

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|-------------------------|--|-----------------|
| June 2005 - August 2005 | Assurance Intern, PricewaterhouseCoopers Tested internal controls of client company Verified financial statement data Worked in a team oriented environment | Los Angeles, CA |
| June 2003 - Sept 2003 | Customer Assistant, Staples Provided 15 customers with merchandise information daily Restocked shelves with store inventory 3 times per week Sold office supplies and office furniture to 10 customers per shift | Goleta, CA |
| Summer 2001, 2002 | Floor Supervisor, Astro Burgers Coordinated inventory purchases every 2 days Supervised employee conduct Operated cash register during busy hours twice a day Mediated customer complaints and disputes Accounted for 8 cash register bags every morning | Hollywood, CA |

MEMBERSHIP

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|------------------------|--|
| September 2004-Present | Member of the Hellenic Student Association |
| September 2004-Present | Member of the Accounting Association |
| April 2004-Present | Alpha Kappa Psi-Coeducational Professional Business Fraternity Member of Investing committee (January-Present) Member of Professional committee (September-December) Chair of pledge class Fundraising committee; fundraised over \$1200 |
| January 2002-Present | Member of the National Society of Collegiate Scholars |

Sandra Gharib

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SKILLS SUMMARY

A solid understanding and substantial experience in written and oral business communication. This includes writing memos, proposals, letters, brochure copy, press releases, newsletters in print and online form, and generating PowerPoint presentations.

EDUCATION

08/2004- 06/2006 **University of California, Santa Barbara (UCSB)**

B.A., Communication and Professional Writing, emphasis in Business Communication

- Dean's Honor Roll Spring 2005

Relevant Courses: Writing for Business, Technical Writing, Writing for Marketing & Public Relations, and Corporate Communications Writing

Accomplishments:

- Engineers Without Borders: Collaborative Writer
- UCSB Writing Department: Web Editor for Business Communication Minor website
- UCSB Communication Department: Undergraduate Research Assistant

06/2002- 06/2004 **Pasadena City College, CA**

A.A., Dean's Honor Roll Fall 2002, Fall 2003, and Spring 2004

EXPERIENCE

10/2005- 06/2006 **DAVIES Communications**

Public Affairs Intern

Santa Barbara, CA

- Conducted research on communities and assisted in developing community audit reports for healthcare and real estate clients
- Generated client databases daily and edited cumulative reports
- Assisted in community outreach projects by assembling mass mailings and conducting phone calls

06/2005- 09/2005 **The Walt Disney Internet Group**

Undergraduate Associate, Public Relations

North Hollywood, CA

- Generated 3 press releases and several media resource sheets for FamilyFun.com and Disney Online
- Implemented summer media outreach for FamilyFun.com
- Generated media coverage reports for Movies.com, Disney Mobile and FamilyFun.com

06/2004- 08/2004 **The Make-A-Wish Foundation of Greater Los Angeles**

Public Relations Intern

Century City, CA

- Managed and organized an event site for an annual ice cream social fundraiser with Cold Stone Creamery Stores
- Generated 2 press releases and several media alerts
- Organized media clips and conducted other PR projects as assigned

01/2003- 05/2003 **State Assemblymember Carol Liu, 44th District**

Legislative Intern

Pasadena, CA

- Addressed constituent concerns through phone calls and letter writing
- Assisted in finding solutions for casework
- Answered phones and updated constituent contact info

REFERENCES

Available upon request

EDUCATION University of California, Santa Barbara

- Major: Communication
- Minor: Professional Business Writing
- GPA: 3.60
- Graduated: June 2006

RELATED COURSEWORK Corporate Communication, Marketing, Business Writing, Media Literacy, Public Relations Writing, Magazine Writing, Communication and Conflict

EXPERIENCE

Program/Event Director **The Forest Foundation**

- Developed/coordinated Jewish College Night event for 1,000 students
- Assisted in production of bi-monthly *Foundation Flash* e-newsletter
- Supervised and mentored team of 5 employees

News Talent/Production Intern **MTV Networks**

- Assisted editors and writers with daily news production needs
- Created research packets about upcoming events for news talent

Editorial Intern **Reed Business Information**

- Wrote headlines, decks, captions, trade show previews
- Assisted in production of bi-monthly *Product Wire* e-newsletter

Greeks Section Editor **UCSB La Cumbre Yearbook**

- Wrote and edited articles for publication
- Photographed events and designed page layouts

Outreach Coordinator **Santa Barbara Hillel**

- Organized and facilitated group meetings, created agendas and goals
- Contacted new members, planned events, drafted event reports

Writer/Editor **Santa Barbara Speaker's Bureau**

- Researched information on current speakers
- Wrote/edited speaker's templates for website

Public Relations Intern **Christie Communications**

- Wrote and edited press releases
- Contacted and sent press kits to magazine writers and editors

ACTIVITIES

Kosher Love Luau Event Chair, UCSB Hillel annual charity affair

- Planned, hosted, and organized all aspects of event
- Contacted and received donations from local businesses

Director of Member Development, Alpha Phi

- Scheduled program meetings with local organizations

ACADEMIC HONORS

College of Letters and Science Honors Program
 Communication Honors Society
 National Society of Collegiate Scholars
 Published Critical Essays, Professor H. Marcuse Oral History Project

- Living Memory: United States Holocaust Memorial
- Representations of the Holocaust in Film

SPECIAL SKILLS

Hardware familiarity: Macintosh and PC
 Application competencies: Word, PageMaker, Photoshop, PowerPoint
 Nonprofit Management Certificate, University of California, Santa Barbara
 Grant Writer: Wrote and received over \$10,000 in grants for various events