

# Ada Rosen

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## Current address

5 Prescott St.  
Newberg, OR 97132  
(503) 971-1790

## Permanent address

11 Parker Avenue  
West Hartford, CT 06117  
(860) 555-2222

## EDUCATION

**George Fox University**, Newberg, OR  
Bachelor of Arts degree in Communication Arts  
Business Administration Minor

May 2016

## RELATED EXPERIENCE

**Publicist Assistant, On The Scene Productions**, Los Angeles, CA

- Fostered extensive campaign communication between the company and clients. Researched and administrated publicist meetings.
- Aided in coordination of a large national client's conference.
- Guided client information to appropriate personnel.
- Assisted in representation of musical artists for video publicity.

May 2016-Present

**Intern, Charter Communications**, Beaverton, OR

- Interacted with national, regional, and local clients regarding advertising campaigns.
- Assisted in developing advertising strategies as member of creative team.
- Wrote and posted updates on clients' social media accounts (Facebook and Twit
- Mentored by Director of Media and Accounts Manager.

Spring 2015

## ADDITIONAL EXPERIENCE

**Head Teaching Assistant, Department of Sociology**, University of Vermont

- Assisted professor in preparing, administering, and grading papers and exams.
- Facilitated two discussion groups per week.

Spring 2014

**Sales Assistant, The Nature Company**, Burlington, VT

- Assisted customers in their product selection.
- Tracked an inventory of several thousand items to maintain sufficient stock.

Jan. 2013 -  
Jan.2014

**Counselor, Summer Place Day Camp**, Hartford, CT

- Taught dance and tennis lessons to children in grades 2-9.

Summer 2012

## ACTIVITIES & INTERESTS

**Vice President, Free to Be Student Organization**, University of Vermont

**Student Admissions Representative, Office of Admissions**, University of Vermont

Aug. 2014 -  
May 2015 Jan.  
2014 - May  
2015

## COMPUTER & LANGUAGE SKILLS

- Conversational speaking, reading, and writing in Spanish and Hebrew Microsoft Word, Excel, and Power Point