

PAT A. SMYTHE

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EDUCATION

Florida Gulf Coast University, Fort Myers, FL

Pursuing a Bachelor of Arts Degree in Communication

Expected May 2009

- 3.89 Cumulative GPA; Dean’s List every semester
- Relevant coursework: *Advanced Public Speaking, Journalism, Organizational Communication Behavior, Communication and Conflict, and Nonprofit Public Relations*

University of Florida, Gainesville, FL

Completed 30 hours of general education coursework

August 2005 – May 2006

RELATED EXPERIENCE

Gulf Coast Cruise Liner, Naples, FL

(An international luxury yacht broker with corporate headquarters in Naples)

Community Relations Intern / Newsletter Editor

August 2008 – December 2008

- Drafted and distributed press releases to print media about company’s work with local charities
- Developed contacts at local radio and television stations for event coverage
- Represented the company at Chamber of Commerce events and trade shows
- Created quarterly company newsletter which was distributed to all customers
- Coordinated speaking arrangements for company President on boating safety
- Constructed PowerPoint presentations for sales meetings
- Revamped content of company website to better showcase product line
- Designed graphics layout for new company brochures and created advertising literature to distribute to upscale residential communities
- Researched competitors to identify gaps in the marketplace and suggest sales opportunities, which helped increase revenues by over 8% from the previous year

RELATED SKILLS

- Proficient in a variety of business computer applications, including Excel, Access, Publisher, Flash, Dreamweaver, InDesign, and Photoshop
- Bilingual – conversational Spanish

OTHER WORK EXPERIENCE

The Beachside Restaurant, *Server*, Fort Myers, FL

December 2006 – Present

- Selected as February Employee of the Month for providing outstanding customer service
- Provide orientation and on-going training to new hires

University Bookstore, *Sales Associate*, Gainesville, FL

August 2005 – May 2006

- Assisted the Community Relations Manager in hosting author book signings and special events
- Volunteered to be cross-trained in all other areas of the store in order to provide additional support and assistance to those departments as needed

Collier County Parks & Recreation, *Summer Camp Counselor*, Naples, FL

Seasonally (2005, 2006)

CAMPUS AND COMMUNITY INVOLVEMENT

- Florida Gulf Coast University Student Government – Public Relations Committee
- Habitat for Humanity