

JOHN PATEL

Anywhere, Ghana

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PROFILE SUMMARY

A recent graduate in media studies, a published writer and former editor of the college magazine. Demonstrates management and leadership ability, together with teamwork skills. Well-developed personal skills. Track record of planning and delivering projects on time, and achieving tight deadlines.

Now Seeking a position that will utilise both media studies degree and writing skills.

SIGNIFICANT ACHIEVEMENTS

- Freelance Columnist, regular column in college magazine
- Researched and published business report for XYZ ltd
- Drove circulation growth at college magazine

KEY SKILLS

- Proficient in Microsoft Office
- Prolific writer

EDUCATION

Name of University, School of Arts and Sciences – Accra

2011 -2014

Media studies, GPA in Major 3.80 /4.0, Overall GPA: 3.4/4.0

PROFESSIONAL EXPERIENCE

ABC ltd

Research Assistant

July 2013 - September 2013

Researched media competition using telephone surveys, and market data. Produced and published report

**College magazine
2014**

Editor

June 2013 - June

Responsibilities- included assigning topics to staff, editing all contributions, designing layout, writing editorial.

Increased print run by 15% over 8-month period.

Enhanced budget by 40%, through increased circulation and more advertising