

William J. Weems

209 West Town Hall Road, Apt. 224, Lima, OH 45804 • (555) 311-4545

Objective: Seeking an entry-level position in journalism with the Dayton Daily News

Education: Bachelor of Arts, Journalism, 2006, GPA: 3.93, *Summa Cum Laude*
Associate of Arts, English, 2004, GPA: 3.85, *Magna Cum Laude*
Ohio Northern University, Bluffton, OH

Taking masters courses in newspaper management (Expected to complete in 2008)
Ohio State University, Columbus, OH

Graduated Lima Memorial High School, June 2002, *Magna Cum Laude*

Computer Skills: MS Windows Operating Systems, XP/Vista, MS Office Suite 2003, Publisher, Visual Basic, MS DOS, UNIX, Java, HTML, Front Page

Working Experience:

10/04 to 6/06 Ohio Northern University, Sentinel Campus Newspaper, *Bluffton, OH*
Job Title: Editor-In-Chief

The *Sentinal* is a student newspaper, published weekly, containing advertising and articles of interest to the Ohio Northern University campus and surrounding communities.

Responsible for:

- Organizing the layout of the paper each week.
- Reviewing articles submitted by student columnists.
- Meeting publisher deadlines.
- Maintaining a weekly human-interest column.

Specific Achievements:

- Achieved highest honor for a series on the homeless in Bluffton.
- Recognized by the Bluffton Times for outstanding editorial work. This resulted in being asked to write a monthly column for the Times.

9/02 to 1/06 LongHorn Steakhouse, *Lima, OH*
Job Title: Customer Relations

Responsible for:

- Hosting and seating people upon their arrival.
 - Providing outstanding customer service while waiting on tables.
 - Ensuring the customer's needs are satisfied.
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Other Work-Related Experience:

6/99 to 8/02 Mac's Lawn Manicure and Maintenance Service, *Cridersville, OH*
Job Title: Lawn Maintenance Worker

MEMBER: National Honor Society, 2002 through 2004