

# Marie Skelton

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## **OBJECTIVE**

To obtain an entry-level reporting position where I can dedicate 5-10 years to building a solid journalism career while contributing to the company's success

## **EDUCATION**

George Mason University, Va. America, 2003-2007, GPA: 3.73, Program GPA: 3.94

- B.A. Arts, major in communication, concentration in journalism
- Magna Cum Laude

University of Canberra, Australia, 2000-2003

- B.A. Communication, specializing in journalism, minor in international relations

## **WORK EXPERIENCE**

USA TODAY, Journalism Intern, Jan – May, 2005 and Jan – May 2007

- Wrote, researched and generated articles for transportation and medical beats
- Performed research for series of major investigative research articles
- Created and maintained multiple databases for research

Broadside (GMU newspaper), Staff Writer, 2003 - 2005 and 2007

- Covered a wide selection of beats such as campus, local, international and style
- Developed contacts and sources quickly and maintained professional relations
- Consistently proved news writing, interviewing and research skills while writing stories for publication

Office of the Federal Safety Commissioner, Communications Officer, Sep 2005 - Mar 2006

- Wrote speeches for the Federal Safety Commissioner and Department Minister
- Wrote press releases, fact sheets and other material for the public as needed
- Responsible for writing and updating website content
- Consulted with communications company to develop and implement advertising campaign, general awareness campaign, adoption of logo and office branding and an image library
- Performed general in-house and external communications related tasks as needed

The Canberra Times, Journalism Intern, March 2004

- Covered a wide selection of local reporting rounds
- Produced daily stories for publication
- Interviewed prominent business leaders and politicians

Canberra University Volleyball Club, Co-founder, Secretary 2002, President 2003

- Developed and implemented strategies for club marketing, recruitment, junior development, fundraising and effective treasury practices
- Responsible for day-to-day running of the club

Volleyball A.C.T., Administrator, March 2000 – Aug 2003

- Wrote, researched and edited monthly newsletter for members and affiliates
- Performed administration work

## **SKILLS**

- Created, developed and maintained personal website, [mason.gmu.edu/mskelto2](http://mason.gmu.edu/mskelto2)
- Knowledge of MS Word, PowerPoint, Excel and Access, NewsBoss, Adobe Audition, Dreamweaver, SPSS & Photoshop
- Fluent in written and oral French, competent in written and oral German
- Highly effective writer, able to communicate complex ideas clearly and concisely
- Advanced understanding of English grammar and language usage
- Flexible and analytical, with a keen eye for detail
- Excellent team work skills, also with the ability to work unsupervised
- Able to acquire new technical skills easily

## **ACHIEVEMENTS AND ACTIVITIES**

- National Dean's List, 2006/2007
- Dean's List for academic achievement, George Mason University, 2003, 2005, 2006, 2007
- Outstanding Achievement in Intermediate German, George Mason University 2004/2005
- George Mason University athletic scholarship (women's volleyball) 2004/2005
- Canberra University Half Blues Award in sporting excellence and leadership, 2002 & 2003
- Member of the Australian University Volleyball team, World University Games, Beijing, 2001
- Black Belt in Tae Kwon Do (awarded in 1996)

Written references available at: <http://mason.gmu.edu/~mskelto2/resumeandreferences.htm>

Referee details available on request