Donna Petrovik

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EDUCATION

- University of Dayton, Dayton, OH — Graduation May 20XX
  B.A. Political Science — 3.6 GPA
  Honors Degree Program

- Study Abroad Honors Program — Berlin, Germany
- American University Washington Semester Program — Summer 20XX

RELATED EXPERIENCE

- **New Beginnings** Washington, DC June - August 20XX
  Intern
  - Create curriculum and event plan for first annual Young Women's Political Leadership Retreat
  - Head and manage the young women's mentoring program by recruiting mentors and acting as a liaison between the mentors and the leadership retreat students.
  - Write press-releases about upcoming and past New Beginnings events
  - Write entries for the newsletter
  - Recreate the face of New Beginnings on the internet
  - Represent New Beginnings by writing regular blog entries on www.nbheadquarters.org
  - Create sponsorship packets to increase contributions to New Beginnings

- **Women Under Forty PAC (WUFPAC)** Washington, DC June 20XX- August 20XX
  Intern
  - Research all definite and indefinite female congressional candidates for the 2008 election
  - Redesign the WUFPAC website to focus on fundraising
  - Assist in redesigning the mission and purpose of WUFPAC
  - Manage e-mail and mailing address lists of WUFPAC members and contributors
  - Create and manage fundraising e-mails and direct mailings

- **Judicial System**
  - Participated in a two week shadow program offering a first-hand look at the inner workings of the legal and law enforcement processes.

- **Public Relations**
  - Completed a simulated public relations project containing the following: a project proposal, a pitch letter, a news release, a communication plan, and a mock media interview.
  - Completed a media kit sponsored by the Dayton chapter of A Special Wish Foundation. The media kit included: a backgrounder, biographies of key people, a news release, a feature story, a newsletter, a flyer, a brochure, a fact sheet, and a radio spot script.

HONORS AND ACTIVITIES

- University of Dayton Presidential Scholarship and Alumni Award, American University Merit Based Scholarship
- Dean's List- all semesters
- Phi Alpha Delta, pre-law fraternity – recruiter, event planner, and member
- Lighthouse retreat planning team – recruiter, member
- Christmas on Campus' Adopt a Child - Service for Dayton's under-privileged children

OTHER SKILLS

- Proficiency in using Microsoft Word, Excel, and PowerPoint
- Comfortable with Adobe InDesign software
- Experience using SPSS statistical analysis software
- Intermediate Spanish speaking, reading, and listening skills
- Excellent time management skills gained from working part-time while being a full-time student