

Alison Chandler

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EDUCATION

B.A. Double Major in Spanish and Journalism/Advertising expected May 2000
University of Maryland College Park, 3.92 GPA

AWARDS & ACTIVITIES

Member of Phi Beta Kappa, Alpha Lambda Delta, and Golden Key honor societies. Volunteer for the Maryland English Institute's Speaking Partners Program. Recipient of President's Scholarship and University Honors Citation. Completed semester of study abroad in Spain.

WORK HISTORY

(05/99 - present)

Public Relations Assistant, a2z, Inc., Columbia, MD

<http://www.a2zinc.net>

Responsible for writing manuals, press releases, and articles that promote web applications used to create online training and virtual trade shows.

(06/99 - 08/99)

Web Marketing Intern, Calvert Group, Bethesda, MD

<http://www.calvertgroup.com>

Updated and enhanced two websites. Created images, designed a banner ad, and helped reorganize a section of the site using FrontPage and Photoshop.

(06/98 - 08/98)

Assistant Web Editor, The Telegraph, Hudson, NH

<http://www.nashuatelegraph.com>

Published online version of a daily local newspaper each weekend. Extracted articles from a database and edited them for the web. Condensed news briefs. Designed a page for a feature article. Influenced new layout of site. Worked independently.

(05/98 - 08/98)

Cashier, The Party Experience, Nashua, NH

Worked at register, explained receipts, and suggested creative ways to market goods.

(06/97 - 01/98)

Cashier/Stockperson, Hudson Bridge Exxon, Hudson, NH

Stocked shelves, cleaned store, worked as cashier, greeted customers, and entered prices into database.

(03/97 - 05/97)

Soccer Official, University of Maryland, College Park, MD

Officiated intramural games. Maintained order.

(09/96 - 08/96)

Sales Associate, Lane Bryant, Nashua, NH

Assisted and greeted customers. Cleaned store and helped arrange displays.

(09/96 - 08/96)

Classroom Aide, Broad Street Elementary, Nashua, NH

Worked as a paraprofessional for the special-needs summer preschool program.

(02/93 - 06/97)

Soccer Official, Nashua Youth Soccer League, Nashua, NH

Earned USSF referee license in 1993. Officiated youth games and tournaments.

COMPUTER SKILLS

Tek.Xam certification, Word 6.0, Microsoft Works, WordPerfect 6.1, Access 2.0, SPSS 9.0, internet research, ATSDesk with Quick Layout, HTML, Astound, FrontPage editor, Netscape, Internet Explorer, WS_FTP, F-Secure SSH, Telnet, Pine, Pico, PageMaker, Adobe Photoshop 5.0, Macromedia Flash, Powerpoint, Windows 3.1/95/98/NT, UNIX, DOS