

# Deborah Vilas

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555-555-5555

## **Education**

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University of Wisconsin-Madison

Bachelor of Science, May 2017

Major: Journalism with an emphasis in Reporting

New Berlin High School, New Berlin, WI

High School Diploma, June 2013

National Honor Society

## **Communication and Leadership Experience**

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Noodles, New Berlin, WI

Shift Leader

September 2013-August 2013

- Led a team of 6 student employees and arranged the scheduling of shifts
- Trained new student employees the tasks required of them
- Gained extensive experience working with a team in a fast paced environment
- Promoted from associate to shift leader after working 6 months

New Berlin School Newspaper, New Berlin, WI

Student Writer

September 2011-June 2013

- Wrote stories for the weekly school newspaper highlighting school events and news
- Helped design new newspaper format to be aligned with the web version

Waukesha County Day Camp, Muskego, WI

Camp Counselor

June 2012-August 2012

- Responsible for a group of 10 children in a weekly day camp program
- Developed programs and activities including art related projects and teaching basic web design

## **Community Service and Volunteer**

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New Berlin Literacy Council, New Berlin, WI

Volunteer

September 2013-June 2013

- Assisted adult students in a one-on-one setting with reading and writing
- Helped with office tasks and learned about a non-profit organization's administrative processes

## **Campus Involvement**

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Association for Women in Communication, UW-Madison

September 2013-Present

Residence Hall Organization Member, UW-Madison

September 2013-Present

## **Skills**

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Languages: Spanish (conversational)

Computer: Adobe, Microsoft Publisher (familiar)