

# ***Tiffany Robbin Burkett***

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Troy, AL 36079  
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334-617-2138

## **Objective**

To obtain an internship that will allow me to gain hands on experience to complement my knowledge of the advertising and/or journalism profession.

## **Education**

### **Troy University**

Troy, AL

Anticipated Major: Print Journalism/ Advertising

Anticipated Graduation: July 2009

Provost's List Fall 2008

### **Lurlene B. Wallace Community College**

Greenville, AL 36037

Summer 2005

Deans List

### **Greenville High School**

100 Tiger Drive

Greenville, AL 36037

Advanced Diploma

Honor Graduate 2005

Ranked 10 of 165

## **Work Experience**

### **Southeast Alabama Regional Inservice Center**

#### **Troy University**

September 2007 - present

Clerk Stenographer

I perform clerical tasks, organize teacher workshop registration forms, and process travel expenditures.

#### **Troy University Phonathon**

September 2006-July 2007

Telephone Interviewer

I kept alumni relationships with Troy active and promoted donations to the Troy Annual Fund.

#### **YMCA of Greenville**

Summer 2006

Day Camp Counselor

I promoted the physical and mental activity of children ages 5-13 during summer vacation.

### **Southern Family Markets**

August 2005-November 2005

Cashier

1327 South Brundidge Street

Troy, AL 36081

566-0130

I was a cashier; I helped customers find items and make their grocery shopping fast and pleasant.

### **Hartley & Hickman Attorneys-at-Law**

2002-August 2005

Secretary

415 East Commerce Street, Suite 101

Greenville, AL 36037

382-6618

I performed clerical duties, such as answering phone calls, typing dictated letters, filing, and errands.

## **Student Activities**

- ◆ Alpha Delta Pi Social Sorority
  - ◆ Member since 2005
  - ◆ Scholarship Chair 2006
  - ◆ Membership Education Vice President 2007
  - ◆ Director of Social Enrichment and Risk Management 2008
- ◆ Greeks Advocating Mature Management of Alcohol 2006-2008
- ◆ Student Government Association Sorority Hill Senator 2008
- ◆ Advertising/Public Relations Society 2008-present
- ◆ SGA House of Representatives 2007-present
- ◆ Residence Hall Association Vice President 2007-2008
- ◆ National Honor Society member 2002-2005, Treasurer 2004-2005
- ◆ National Beta Club member since 2003
- ◆ Old Gym Players member 2003-2005, President 2004-2005 (Drama Club)
- ◆ *Boomerang* (yearbook) staff 2003-2005, Assistant Editor 2004-2005
- ◆ *Tiger Journal/Tiger TV* reporter/ anchor 2004-2005

## **Awards**

- ◆ Excellence in Leadership Scholarship to Troy University 2005-2009
- ◆ National Alumni Association Scholarship to Troy University 2005-2009
- ◆ Presidential Merit Scholarship to Lurlene B. Wallace Community College Summer 2005
- ◆ Lurlene B Wallace Community College Deans List
- ◆ *Boomerang* and *Tiger Journal* top ad sales May 2005

## **Skills**

- ◆ Adobe Creative Suite; Indesign, Photoshop, Illustrator, Flash, and Dreamweaver
- ◆ Macintosh computers
- ◆ Microsoft Office Suite; Excel, PowerPoint, Word

## **References**

Terry S. White  
Program Development Specialist  
Southeast Alabama Regional Inservice Center  
Hawkins Hall Room 345  
Troy, AL 36082  
(334) 670-3594

Tracy Thompson  
Departmental Secretary II  
Southeast Alabama Regional Inservice Center  
Hawkins Hall Room 342  
Troy, AL 36082  
(334) 670-3495

Frank Hickman  
Attorney  
Hartley & Hickman Attorney-at-Law  
415 East Commerce Street Suite 101  
Greenville, AL 36037  
(334) 382-6618

Wendy Smith  
1678 Halso Mill Road  
Greenville, AL 36037  
(334) 383-9917

Shannon Hartley  
158 Sherwood Court  
Greenville, AL 36037  
(334) 382-6755