

MATTHEW HOFFMAN

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OBJECTIVE To obtain a summer position in publishing or print media.

EDUCATION **Villanova University**, Villanova, PA
Bachelor of Arts: **English** May 2011
Minor: Communication
Major GPA: 3.4 Overall GPA: 3.1
Spent 2 semesters as Business major
Computer Skills: Word, Excel, Adobe Photoshop, Microsoft Publisher

Cedar Crest High School, Mt. Laurel, NJ
Top 5% of Class Received Outstanding Senior Leader Award June 2007

RELATED EXPERIENCE “The Villanovan” (School newspaper with circulation of 10,000)
Lead Staff Writer, Editorials 2008 – present

- Organized and coordinated editorial section of weekly paper
- Supervised staff of five
- Demonstrated integrity and discretion in interviewing faculty, administration and students

Laus and Hanson, Inc.
Research/Editing Assistant, Communication Department Summer 2008

- Assisted professional staff with internal and external documents
- Designed brochure for Human Resources Department
- Researched and collected data for journal articles

“The Talon” (High School yearbook)
Associate Editor 2006 – 07

- Designed layout of two yearbooks
- Coordinated all information for sports and clubs sections

LEADERSHIP/ ACTIVITIES Sigma Tau Gamma, National Fraternity, Villanova University
Vice President of Philanthropy/Outreach 2008 – present

- Organize and coordinate all community activities for 100 men
- Represent chapter at university and national meetings

Villanova University Student Government
College of Arts Senator 2008– present

- Serve on various committees relating to all aspects of student life
- Utilize oral and written communication in advocating student rights

College: English Department Tutor, Special Olympics, Ski Club, Intramurals
High School: Varsity Basketball and Baseball (Captain), SADD (President), Peer Leader

EMPLOYMENT Valley Beach Club, Mt. Laurel, NJ
Lifeguard Summers 2005-07