

BRIAN ATWOOD

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EDUCATION

Northeastern University

Bachelor of Arts, Communication Studies

Minor: Music Industry

Honors: Honors Program, Dean's List

Activities: Communications Club and Spectrum literary magazine, Intramural volleyball, and softball

Boston, MA

May 2021

GPA: 3.7

Goldsmiths College: University of London

Northeastern University International Study Abroad Program

London, England

Spring 2018

RELEVANT EXPERIENCE

The Boston Globe

Editorial Assistant, Travel, Focus, and Education Departments

Boston, MA

June - December 2019

- Researched topics, proof-read, edited, sourced photos and word processed 5-7 articles for daily publication
- Wrote summaries, compiled infographics and lists to contribute to the weekly Travel and Focus sections
- Collaborated and corresponded with other departments to distribute articles; assisted in researching and editing featured content
- Created and edited word puzzles, games, enhanced pictures, and refined articles for weekend "Fun Pages" section with 5-member puzzles team
- Answered and catalogued 50+ calls daily; managed in-boxes for Travel, Focus and Education departments. filed and photocopied documents

Northeastern University Business Office of the Vice President

Receptionist

Boston, MA

January - June 2019

- Served as first point-of-contact for the Vice President's office, greeting visitors, answering phones, and scheduling meetings
- Proof-read & edited 10+ documents daily for campus and community correspondence; created Excel spreadsheets for internal use and review
- Assisted Vice President & staff with special event planning for the VP's office, including venue booking, emailing attendees, ordering catering, multi-media orders to campus IT department and booking table/chairs

ADDITIONAL WORK EXPERIENCE

T.G.I. Fridays

Waitstaff

Boston, MA

February 2019 - Present

- Lead waitstaff team of 10+ servers to coordinate service in busy 50-table restaurant; manage 6-8 tables in each sitting; head waiter on all lunch shifts
- Train new employees on policies and procedures, assist manager on scheduling and planning for private events

Glenwood Parks and Recreation

Lifeguard

Glenwood, CT

June - September 2018

- Monitored children and families in 200-capacity public swimming pool
- Communicated and enforced pool rules while maintaining a friendly environment
- Attended lifeguard in-service training bi-weekly, checked safety equipment to ensure correct working order

SKILLS AND INTERESTS

Computers: Microsoft Office, beginner Quark, social media platforms

Languages: Spanish (Intermediate) American Sign Language – ASL (Beginner)

Interests: Music, song writing, performance, and sports