

SAMANTHA LIPSCOMB

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OBJECTIVE	To gain professional experience through employment in an internship in creative design and advertising; to utilize current skills and to develop new skills that will provide future benefits	
EDUCATION	Boston College, Chestnut Hill, MA Currently pursuing Bachelor of Arts degrees in Communication and Philosophy GPA: 3.3	September 2006-Present
EXPERIENCE	Undergraduate Government of Boston College, Chestnut Hill, MA <i>Executive Director of Communication</i> Oversee all communication of organization; manage projects of marketing and advertising team; lead marketing team meetings; develop effective and creative publicity campaigns; design and produce innovative advertisements; employ use of modern technology to promote events and programs; design and update website (http://ugbc.org) <i>Director of Design</i> Designed and produced innovative advertisements; edited current designs to be displayed on various mediums; created masks and vectors of logos for future use; designed T-shirt fronts and backs and created camera-ready artwork for facilitated printing; developed artwork for mass e-mail newsletters, handbooks, and other publications; employed the use of modern technologies to promote events and programs; designed webpage layout and updated website (http://ugbc.org)	September 2006-Present September 2008-Present September 2006-August 2008
	Boston College Student Admission Program, Chestnut Hill, MA <i>Technology Coordinator</i> Develop new ways to incorporate technology into the process of contacting prospective students; design, update and maintain website (http://bc.edu/sap); monitor student weblogs; organize live chat sessions to reach out to prospective students; aid other coordinators and council members with technological issues	September 2006-Present
	Ebben Zall Group, Needham, MA <i>Advertising Department Intern</i> Compile advertising recaps of data from past campaigns; enter media buying data and spot dates into scheduling software; upload creative advertisements to databases of print media; proofread advertisement copy; reconcile copy and creative of advertisements with companies; contact clients with media deals and advertisement proofs; aid in development of company website	May 2009-Present
	WCVB Channel 5, Needham, MA <i>Design Department Intern</i> Create graphics for the evening news based on graphic requests from the assignment desk; render maps for news stories that require visual aids; design banner advertisements for station website (http://thebostonchannel.com); aid in scanning various photographs from station history; replace outdated logos on stationery and business cards	June 2009-August 2009
EMPLOYMENT	Staples, Inc., Allston, MA and Shelton, CT <i>Copy & Print Center Specialist</i> <i>Cash Office Primary Associate</i> <i>Copy & Print Center Sales Associate</i> Supervise employees; train new associates; develop systems to increase margin and offer total solutions to customers; monitor weekly budget, supply levels and order logs; complete paperwork regarding copy counts and supply write-offs; produce copy and print orders according to detailed customer instructions; negotiate order options to increase sales and revenue; manage daily store deposits and settle register tills; complete paperwork regarding transactions involving cash back, post voids, and cash pick ups; organize employee training in office procedure <ul style="list-style-type: none">• Awarded May 2006 "Employee of the Month"• Awarded July 2007 "Employee of the Month"	September 2005-September 2009 August 2007-September 2009 September 2006-September 2009 September 2005-August 2007
	Boston College Office of Residential Life, Chestnut Hill, MA <i>Designer and Summer Staff</i> Assisted in the design of a Residential Life <i>College Way</i> handbook to introduce various living arrangements and offerings to students at Boston College; supervised buildings to provide information to inhabitants; ensured building safety and aid in smooth transitions of residents over the course of the summer	May 2008-August 2008 May 2009-August 2009
	Firelight Media, Shelton, CT <i>Office Assistant</i> Developed product presentations; entered video information into web databases; updated product websites; edited Flash media	June 2006-August 2006
AWARDS	Dean's List, Second Honors Dean's List, First Honors	Spring 2008 Fall 2008
COMPUTER SKILLS	Languages: HTML, CSS, PHP, Javascript Software: Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Microsoft Word, Excel, PowerPoint, Publisher	
LANGUAGE SKILLS	Proficient in French	