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## Carly Alden

### Objective

Seeking employment within the field of Advertising and Public Relations.

### Experience

*Summer 2006–2007*                      *Idler Riverboat*                      *South Haven, MI*

Hostess/Barback/Waitress

§        Had many responsibilities all around the restaurant.

*Dec 2006 – present*                      *Forest Hills Aquatic Center*                      *Grand Rapids, MI*

Lifeguard

§        All duties relating to lifeguarding including current certifications in CPR, AED, First Aid, O2 and blood born pathogens.

*Fall 2007*                                      *JJCommunicate*                                      *Grand Rapids, MI*

Public Relations Intern

§        Was responsible for updating databases such as a Media contact list for the area.

*Summer 2008–2009*                      *Kent Country Club*                                      *Grand Rapids, MI*

Lifeguard/Swim Coach

§        Am responsible for several children at a time in the water.

*Jan 09-April 09*                                      *Renewable Energy Technology*                                      *South Haven, MI*

Public Relations Intern

§        Was responsible for starting the organizations Public Relations campaign, which included web writing, web site design, and biographies of the partners.

§        Grant writing

### Education

*Sept 2005–April 2009*                      *Grand Valley State University*                                      *Allendale, MI*

Bachelor of Science

§        Advertising and Public Relations major

§        Writing minor

### References

Available upon request.