

ANGELA JINIEL LAMUNYON

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EDUCATION: **Ohio Wesleyan University**, Delaware, OH *Bachelor of Arts*, May 2004
Journalism major Cumulative GPA: 3.42/4.0
Owens Community College, Rossford, OH *Post-secondary Option Program*, 1998-2000
Dean's List all semesters

SUMMER PROGRAMS: **University of Toledo** *Byte Sized Publishing*, 1995
Toledo Museum of Art *Introduction to Photoshop*, 1996
Bowling Green State University *The Art of Multimedia Presentations*, 1997

RELEVANT COURSEWORK: Graphic Design I, II Computer Imaging I, II, III Drawing I
Web Design Writing for the Workplace Two-Dimensional Design
Advanced News Writing Senior Seminar (Journalism) Design and Topography

EXPERIENCE: **Consultant-Marketing Dept.**, *Consulting Radiologists Corporation*, Toledo, OH current freelance project

- Redesigned and upgraded corporate website, with continued maintenance
- Assisting with redesign of report templates and other office documents
- Assisting with various IT problems, both hardware and software related

Consultant, *Blevins & Son Excavating*, Pemberville, OH 2005

- Created website to obtain basic presence on the Internet, with continued maintenance

Program Assistant, *Immergrun, Inc.*, Sylvania, OH July 2004-present

- Update and create office documents, stationary, newsletter, informational brochures and website
- Create and keep patient records and database for newly founded non-profit organization
- Responsible for answering phones, booking patient appointments and billing patients
- Create and maintain online store for AmishMade, a company started to support Immergrun, Inc.

Honorarium Recipient, *University Relations, Ohio Wesleyan University*, Delaware, OH May-June 2004

- Responsible for collection of photos & current events representing the classes of 2004 and 1954
- Created a scrapbook to be buried in a time capsule and dug up in 50 years

Public Relations/Publications Volunteer, *Connections Volunteer Center*, Delaware, OH Spring 2004

- Worked with Literacy Coalition in developing media plan for tutor training programs
- Worked with Habitat for Humanity to create quarterly newsletter and design brochure

Production Intern, *Arthritis Foundation, Central Ohio Chapter*, Hilliard, OH 2003-2004

- Wrote and edited press releases, grants, invitations and other office documents
- Helped write a grant application which attained \$50,000 for a new fall prevention program
- Created promotional materials and media package for fall prevention program

Design Editor, *Transcript, Ohio Wesleyan University*, Delaware, OH Spring 2002, Fall 2003

- Responsible for layout and design of the newspaper, including visual content
- Redesigned entire paper, including the flag and advertising materials
- Oversaw advertising, photography and production of newspaper

Career Services Intern, *Ohio Wesleyan University*, Delaware, OH Fall 2002-Spring 2003

- Wrote and published monthly newsletter using Microsoft Publisher
- Counseled fellow students on resume creation and on career related choices
- Created pamphlets, flyers, graphics and advertisement artwork for the office

Co-editor, *Transcript, Ohio Wesleyan University*, Delaware, OH Spring 2003

- Prepared advertisement invoices and managed business affairs of the newspaper
- Responsible for pagination, design and final layout editing
- Implemented new policies and ideas, increasing overall reader interest

COMPUTER SKILLS: SOFTWARE: Adobe Studio, Macromedia, QuarkXpress, Microsoft Office and Publisher
OPERATING SYSTEMS: Mac and Windows platforms, including OSX and Windows XP
TYPING SPEED: 70+ wpm

ACTIVITIES AND HONORS:

- Recipient of The Gerald Heyl Spirit of Service Award 2005
- Recipient of Gilson Wright Award for Journalistic Enterprise 2004
- Recipient of Ohio Wesleyan's Trustee Scholarship (3/4 tuition) 2000-2004
- Journalism Student Board and Editorial Board, *The Transcript* 2003-2004
- Ohio Wesleyan Athletic Council (softball representative and founding member) 2001-2003
- Varsity Softball (starting third baseman) 2000-2003
- Institute for Humane Studies: "Liberty, Art and Culture" seminar July 2002
- Welch Living and Learning Center Resident (Honors housing) 2000-2004