**Objective**

**INDIA BURGESS**

138 Oakwood Drive, Peekskill, NY 10566

914-382-8384 india.burgess@pace.edu

To be admitted into Dyson College for Master’s Degree in Media and Communications

**Summary of Qualifications**

* Adept in MS Word, Excel, PowerPoint and Publisher
* Skilled in utilizing Adobe Photoshop and Illustrator
* Positive work ethic resulting in successful outcomes
* Outstanding communication and interpersonal skills
* Familiar with social media including Twitter and Facebook

**Education**

Pace University, Dyson School of Arts & Sciences, Pleasantville, NY

Bachelor of Fine Arts, Expected January 2013

Major: **Art** Minor: **Communications**

Overall GPA: 3.2

**Relevant Coursework**

Journalism

Drawing

Painting

Digital Design

Principles of Design

Writing for Advertising

Ceramics

Styles and Interiors

**Academic Projects:**

Media Independent Study

* Experimented with different mediums in art including drawing, painting

 and digital design

* Created several abstract and contemporary pieces that were

 showcased at Pace University

**Experience**

Vacation Bible School Creative Team, Tarrytown, NY

**Art Designer** July 2012

* Organized and led creative team and crew to plan and execute Interior

 Design Project Layout

* Supervised, assigned, and assisted in design projects

Pace University Information Technology Services, Pleasantville, NY

**Senior Computer Consultant (Promoted)** July 2011 – Present

**Computer Consultant** August 2010 – June 2011

* Fielded client phone calls and provided assistance
* Created walk-in tickets and addressed issues following protocols
* Assisted in web page designing utilizing Photoshop and HTML Kit
* Trained new employees and maintained a positive work environment

**Extracurricular Activities**

CRU (Formerly Known as Campus Crusade for Christ), Public Relations Chair and Vice President

* Communicated information about the club to the campus community
* Created a timeline to best publicize events & ensure attendance
* Produced attractive flyers, updated website, and created a logo

D.A.I.L.Y. Steps, Choreographer

St. Christopher’s Inc., New Perspective Choir Leader

Pace University Student Development & Campus Activities, Pleasantville, NY

**Marketing Intern** December 2012 – Present

* Create and maintain office hours – for visits, meetings, or trainings.
* Monitor social media (twitter, Facebook)
* Assist in departmental and organizational marketing materials, campaigns, etc.
* Enhance and maintain the SDCA website
* Maintain relationships with SDCA pro staff, Graduate Assistants, SAMs and SGA
* Maintain and update a portfolio of work on ePortfolio for personal and professional dddddevelopment as well as on the Intern computer for historical context