**TARAH N. APONTE**

26 Kingsport Drive Howell, N.J. 07731 (732) 513-7472 [ta41900n@pace.edu](file:///C%3A%5CUsers%5Cta41900n.PACE.000%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CLow%5CContent.IE5%5CTTDV1RVF%5Cta41900n%40pace.edu)

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**EDUCATION: Pace University** *Masters in Communication Arts***:** Expected May 2013

**Pace University *Dyson College of Arts and Sciences***, Pleasantville, NY

 **Bachelor of Arts Degree in Communications*:*** Conferred May2011

 **GPA** 3.41

**HONORS:** Dean's Academic Scholarship; Dean’s List, Who’s who Amongst Students in American Universities and Colleges Award.

**COURSES: Writing for Advertising** **Casting**

 **News Reporting Digital Design I**

  **Writing Public Relations Copy Seminar: Fashion Journalism**

**RELATED Allure Magazine**, New York, NY

**EXPERIENCE:** *Communications Intern****,*** Spring 2010

* Worked with creative team in constructing page layouts
* Arranged tab and send issue mailings to clients
* Updated account sheets for representatives
* Prepared for client calls with staff and prepared issues and gift bags
* Edited credits with team from creative department

**United Stations Radio Network*,*** New York, NY

*Communications Intern****,*** Summer 2009

* Prepared celebrity interviews for website
* Attended and observed interview recordings
* Wrote articles for radio stations to present on their radio shows

**ADDITIONAL**

**EXPERIENCE: Graduate Assistant Advisor**

*Pace University- Dyson Colleges of Arts and Sciences- Present*

* Advising students who wish to learn more about Dyson majors
* Advising students who are considering a change of major.
* Monitoring and guiding students who are struggling academically.
* Providing information on University Core Curriculum.
* Assisting students with information about many University policies, such as: Course Waivers, Study Abroad, Late Registrations, Late Withdrawals, Reinstatement, Leave of Absence, Graduation Requirements, and Courses at Other Institutions.

 **Office Assistant for Orientation**

*Pace University - Pleasantville NY* ***Summer Staff May 2011- August 2011***

* Directly responsible for contacting all incoming students to assist with Orientation registration and confirm registration information
* Exemplify excellent service by thoroughly answering questions from students and families about Pace University, Orientation, Student & Campus Life
* Operate phones, fax, email, Xerox, Microsoft Office programs, registration/database systems, and other related sources

**Office of Student Development and Campus Activities*,*** Pace University

*Student Assistant****,*** Fall 2010 – Spring 2011

* Serve as representative of the University. Provide exemplary customer service to the Pace community and family members by answering questions and sharing information about events in a thorough and positive manner

**ACTIVITIES: Nu Zeta Phi Sorority,** Pleasantville, NY

*Current Alumni*, Active Spring 2009- Spring 2011

* Liaison between Nu Zeta Phi and other organizations on campus
* Participate in community service and events throughout the year.
* Raised over $2,000.00 a year for Breast Cancer and the American Cancer Society
* Formulate weekly events for the active sisters.

**Gay Straight Alliance,** Pleasantville, NY

*Treasurer on Executive Board****,*** Fall 2008- Spring 2011

* Process all finances, manage and keep records of all transactions
* Provide a safe environment for those uncomfortable in their surroundings on campus
* Participated in safe zone training