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Denise K. Ocean

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Current Address: Duke University Box 00000, Durham, NC 27708. (000) 555-0000

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Education

Duke University, Durham, NC

Bachelor of Science: Political Science; Certificate: Markets & Management Studies

Expected May 2008

- Cumulative GPA: 3.08; Major GPA: 3.35
- Relevant Coursework: Managerial Effectiveness, Economic Political Development, Minorities in American Politics, U.S. National Security Policy, Calculus, Spanish

The Peddie School, Hightstown, NJ

May 2004

- GPA: 3.8, Headmaster's List; Graduated with High Honors
- Accolades: *The Bushell Prize*, awarded to senior with most service to school; *The McCormick Scholarship*, 4-time Recipient, in recognition of outstanding performance in scholarship, citizenship and leadership; *The Langford Scholarship*, given to student who shows outstanding qualities of citizenship in judgment of the faculty [Remove some details to save space](#)

Marketing and Management Experience

Vick Productions, New York, NY

Summer 2004, 2005

Marketing Consultant, Executive Assistant to Choreographer Brice D. Vick

- Composed and graphically designed choreographer's premier cover letter & representational package sent to potential clients, record labels and TV networks [Good job of putting most important job description first](#)
- Prepared and edited 3 client contracts
- Attended and recorded 2 client meetings
- Wrote correspondence, e-mails, and invoices via dictation

Duke University's Dance Black Troupe, Durham, NC

Fall 2004 -Present

Choreographer Chair [Great description of internship using lots of numbers and specifics showing responsibilities and accomplishments](#)

- Supervised Advertising Committee for annual Spring Concert; oversaw the design and distribution of handbills and flyers
- Contacted talent agencies for concert's host; raised \$1500 in funds for host's honorarium, coordinated host travel and stay
- Supervised 14 choreographers in the creative, logistical and financial aspects of their pieces; managed the \$5000 budget
- Choreographed the company piece, and 3 original dance pieces each consisting of 8-16 girls, scheduled practices, designed the \$450 budget, the costumes, the music and the lighting; booked NBA Philadelphia 76ers' player, Shavlik Randolph, for cameo guest appearance

Other Work Experience

The Multicultural Center, Duke University, Durham, NC

Fall 2004 – Present

Assistant Activity Coordinator, Receptionist

- Organize events and publicize group programming for student and faculty; perform administrative duties
- [May want to add another bullet or more details](#)

Rich Intelisano, LLP, New York, NY

Summer 2005

Intern, Securities Arbitration Law Firm

- Indexed client production documents for 3 arbitration cases
- Reviewed and edited claimant and respondent documents
- Completed secretarial and administrative duties including filing, faxing, typing, photocopying and data entry

Museum of Natural History, New York, NY

Summer 2001, 2004

Intern, Education Department

- Hosted visitors to the Discovery Room exhibits; coordinated and guided tours [How many people were on the tours?](#)
- Supervised activities such as model building, lab work, scientific experiments and computer assignments for children ages 7-10

Simpson, Thacher & Bartlett, New York, NY

Summer 2002

Intern, Corporate Law Firm

- Indexed trial documents into the firm's database
- Developed communication skills pertaining to the dynamics of corporate law firms and litigation
- Interacted with partners, associates, summer associates, and paralegals

Leadership and Activities

Summer Signature Project, New York, NY and Los Angeles, CA

Summer 2003

Study Abroad Dance Program

- Developed own project, including contacting dance companies and choreographers; designed budget of \$4000
- Completed an 8-week summer intensive dance program at the Broadway Dance Center and the Millennium Dance Complex

Skills and Interests

Computer Proficiencies: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Paint, Rasterbator Graphics, TI Graphing; Proficient in Spanish