

PENNY KNAME

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PROFILE

- Highly creative, resourceful and self-motivated
- Excellent writing and research skills
- Experience in journalism & public relations
- Dynamic and dependable

EDUCATION

Graduate Diploma, Journalism Expected May 2012
Concordia University, Montreal, Quebec

Bachelor of Arts, English with Distinction 2010
Concordia University, Montreal, Quebec

Diploma of Collegial Studies, Social Sciences 2007
Dawson College, Montreal, Quebec

LANGUAGES

English, French and Hebrew

EMPLOYMENT HISTORY

Reporter 2010-Present
The Concordian Newspaper, Montreal, Quebec

- Cover news and sports items that are pertinent to Concordia students
- Write feature articles on issues within the university community
- Conduct research and interviews for news articles

Contributing Editor 2009
The Montreal Jewish Directory, Montreal, Quebec

- Proofread and edited documents
- Designed and implemented cover and page layout for directory

Registrar / Admission Clerk 2007-2008
Concordia University, Montreal, Quebec

- Provided information and documentation for students
- Assisted foreign students with status letters for immigration purposes
- Answered incoming calls and referred callers to appropriate department

PUBLISHED WORKS

- | | |
|---|-----------|
| "Files, Folders and Boxes" (Short Story), PRISM International | Sept 2010 |
| "Echoing Stillness" (Poem), Poetry Canada | Aug 2010 |
| "Electric By-Way" (Short Story), Matrix | July 2003 |

EXTRA-CURRICULAR ACTIVITIES

Actor 2009-Present

- Played Mary Cline in the McGill Player's Theatre Production of "Rainy Days of Autumn"
- Played Sara in Centaur's benefit production, "Garden Party"
- Played Bertha in Stage's production, "Yellow Ribbons"

Vice President 2009-2010

CASE (Concordia Association of Students in English)

- Scheduled and facilitated meetings
- Co-produced a monthly newsletter
- Assisted in the administration of the annual budget

Assistant Literary Editor 2007-2008

ARCADY (Dawson College Literary Magazine)

- Selected, edited, and proof read submissions
- Contributed to a monthly community affairs column

COMPUTER SKILLS

Windows XP/ 7, Word, Outlook, InDesign, Explorer, Firefox

INTERESTS

Writing Fiction and Prose, Graphic Design, Theatre, Cinema, Baseball