

PETE KNUTSON

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OBJECTIVE

To obtain a communication position with an emphasis in community awareness programs

PROFESSIONAL QUALIFICATIONS

- Demonstrated ability and thoroughness while working with colleagues to ensure that deadlines were met with favorable results (Tacoma Chamber)
- Exceptional written and verbal communication skills with an effective presentation style
- Extensive experiencing conducting research utilizing a variety of resources, including: internet, individual interviews, legislation, and archived publications
- Utilized leadership skills as captain of a five-person capstone group by facilitating discussions
- Proficient with MS Word, Excel, PowerPoint, and Internet Explorer
- Excellent organizational skills with the ability to multi-task and prioritize

EDUCATION

Pacific Lutheran University, Tacoma, WA

Bachelor of Arts in Communication, Writing minor, December 2007

Honors: Dean's List (Spring 2006-Fall 2007)

RELEVANT EXPERIENCE

Media Center Intern, Tacoma-Pierce County Chamber, Tacoma, WA, Jan. 2007-Jun. 2007

- Provided publications support, story development, public/media relations, and administrative support
- Researched and wrote numerous articles for the Chamber's Newsletter
- Article published in Business Examiner covering complicated economic development issues
- Participated in media tours as a representative of the Chamber to promote local businesses
- Volunteered for the "Total Resource Campaign" to increase membership
- Examined legislation pertinent to the local business community

Career Counseling Support, Acme High School, Seattle, WA, Oct. 2006-Dec. 2006

- Conducted quantitative research to determine awareness level of environmental issues
- Interviewed students to determine the best methods for promoting the career counseling services

Youth Ridership Program Intern, Tacoma, WA, Jan. 2006-May 2006

- Created a questionnaire to gauge perceptions of public transportation and to determine the value of a publicity campaign targeting youth to increase ridership
- Analyzed data and presented results and recommendations

ADDITIONAL EXPERIENCE

Customer Service, Ace Hardware, Tacoma, WA, Sept. 2007-Feb. 2008

School Club Member, Public Relations Club, Tacoma, WA Fall 2005-Fall 2006