

# Courtney Thompson

(770) 265-8170

## OBJECTIVE

My career objective is to become a successful journalist. I would like to write and produce the news. My dream job is working for a program like 60 Minutes or 20/20, as investigative journalism interests me.

## PROFESSIONAL PROFILE

- Published writer with excellent command of the English language
- Experience in primary research
- Problem solver and team player
- Organized, detail and multi-task oriented
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Spanish (second language)

## RELEVANT PROFESSIONAL AND WORK EXPERIENCE

**CoreNet Global, Inc.** Atlanta, Georgia, June 2016 - August 2016

### *IT Database Assistant*

- Data input and updates utilizing the company's Association Management System (AMS), *Aptify* 5.5.1
- Prepared weekly progress reports
- Operated office equipment including phone, fax, copy, scanner and shredder

### Accomplishments

- Updated 14,000+ company and subsidiary records
- Successfully completed project ahead of schedule and under budget

**Infusion Magazine**, Athens, Georgia, August 2016 - Present

### *Features Writer*

- Wrote feature articles in the magazine
- Met with editors to discuss themes and ideas for articles

### Accomplishments

- MVP award for my first article, *Minority Women at UGA*

### *News Director*

- Work with editors to manage final drafts of articles
- Send e-mails regarding meetings and deadlines
- Write letters, essays for awards, funds, applications
- Reserve space for meetings/events and handle catering

## EDUCATION

**University of Georgia** Athens, Georgia, August 2015 -present

*Bachelor of Arts in Journalism, GPA 3.54*

Honors:

- Dean's List, Fall 2016
- Black Educational Support Team Mentor, Fall 2016 - present
- National Society of Collegiate Scholars, Fall 2016 - present

**Shiloh High School** Snellville, Georgia, May 2015

High School Diploma with honors, *GPA 3.8*

- Honors History Student of the Year 2014
- Integrated Geometry Student of the Year 2014

- IB Diploma Candidate and IB Student of the Year in History, Biology, Psychology and Spanish, 2015
- Honor Roll (2012-2015)
- Volunteer Teacher's Assistant at Annistown Elementary School (2013-2015)
- Shiloh Student Leadership Team (2013-2015)
- BETA Club
- Spanish Honor Society

**INTERESTS/HOBBIES**

Writing short stories and magazine articles, reading, music, volunteering, working with youth at schools