

To Whom It May Concern:

I recently finished my coursework at Baylor University, and am set to graduate in August with a degree in Speech Communication, as well as, Film and Digital Media. My varied work experience, community service and excellent education have prepared me well for a career in the media. I am seeking a position that will utilize the broad skills I learned while attending Baylor University.

In my personal, collegiate, and professional life, I can think of three words that describe me quite accurately – organized, personable and persistent. These three skills are assets that I believe will greatly enhance any work environment. My strong organizational skills can be seen in my recent work at Leisure and Recreation Concepts, Inc., as I do extensive research, categorizing materials into a database, and archiving important historical documents. While at Baylor University, I had numerous opportunities to demonstrate my strong communication and leadership skills through the many community service programs I participated in and through Pi Beta Phi's social committee. In addition, hands on major coursework equipped me for a fast paced work environment for both individual and group projects. I had various jobs throughout my time at Baylor, which taught me time management and responsibility.

I strongly believe my disciplined work ethic and friendly personality will enhance the environment of any company. The enclosed resume is a summary of my qualifications, training and experience. I would be honored to interview with you at your earliest convenience. Please feel free to contact me at (214) 679 – 5079 if you have any questions or need any additional information. I look forward to meeting with you.

Sincerely,

Kaitlin G. Signoretto

Enclosure: Resume

KAITLIN G. SIGNORETTO

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OBJECTIVE

A position which will utilize my media communications background and extensive computer skills

EDUCATION

Waco, TX

BAYLOR UNIVERSITY

Candidate for Bachelor of Arts in Communication Specialist, August 2011

- Speech Communication + Film and Digital Media

EXPERIENCE

June 2011

DEBBIE VAUGHAN PRODUCTIONS

Dallas, TX

Special Event Staff

- Organized and set-up event for more than 500 guests
- Assisted photographer onsite by transferring photos onto flash drives and handing them out to guests as they left the event
- Greeted guests at entrance and helped seat VIP guests; walked around during event to troubleshoot any issues that arose

Spring 2010

MAYBORN MUSEUM

Waco, TX

Sales Associate

- Accountable for sales transactions as well as opening and closing the store
- Managed inventory and assisted with pricing merchandise
- Responsible for customer service during large events

Summer 2009

THE MURPHY FAMILY

Dallas, TX

Nanny and Personal Assistant

- Provided full-time care for two boys, ages 7 & 9 – including preparing meals and driving children to sports camps and extra-curricular activities
- Tutored both children in Math and Vocabulary
- Ran errands for mother and organized the home

COMPUTER SKILLS

- Apple Final Cut Pro, Microsoft Office, Access, HTML

COMMUNITY SERVICE

- KOT Fishery (2008-2011)
 - Organized and worked at carnival for the disabled
- Steppin' Out (2008-2011)
 - Cleaned trash and painted houses and churches
- Links to Literacy (2008-present)
- First Book (2008-present)
- Waco Humane Society (2009)
- Doris Miller Elementary School (2008-2009)
 - Tutored children in the Drop Everything and Read program
- The LifeSaver's Foundation (2007)

ACTIVITIES

- Pi Beta Phi—Social Committee (2008-2011)
 - Help organize more than 15 events/dances, which includes choosing themes; designing and creating backdrops and other decorations; setting tables; fixing flower arrangements; and many other necessary event planning details
- Hobbies include fashion, travel, fitness, and nutrition