

SHAYLANDA R. BURKOFF

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OBJECTIVE

To obtain a position that will enable me to use my current knowledge, skills, and abilities to benefit the organization and afford me the opportunity to continue to learn and grow as an employee.

EMPLOYMENT

INTERN	1997
Metro Teen of Richmond	Richmond, Virginia

Worked at Q94 radio station doing various jobs, including handling the telephone, helping the receptionist, assisting the radio personnel.

TELEMARKETER	1998
Youth Matters of Richmond	Richmond, Virginia

Summer telemarketer, called various businesses requesting information, performed numerous data entry services.

CASHIER	2000-2002
Ukrops, Inc.	Richmond, Virginia

Computation of customer goods purchased, daily balance of sales records at close-out, customer relations and other duties as assigned.

EDUCATION

MASS COMMUNICATIONS	2002-PRESENT
Virginia State University	Petersburg, Virginia

Member of the Mass Communications Club, Virginia State University Boxing Association, Richmond Pre-Alumni, Society of Scholars, and Virginia State University NAACP.

MASS COMMUNICATIONS	2001-2002
J. Sargeant Reynolds Community College	Richmond, Virginia

MASS COMMUNICATIONS	2000-2001
Virginia Commonwealth University	Richmond, Virginia

MAGNET CURRICULUM	1996-2000
Thomas Jefferson High School	Richmond, Virginia

Member of foreign language clubs, Thomas Jefferson Keyettes, and drama club.

SKILLS

Public Speaking - contestant in local Oratorical Contest
Public Announcements - Read school-wide announces in high school
Radio Production Training at WVST Radio, Petersburg, VA
Writer - published a number of music reviews in the In-Sync section of

Richmond Times Dispatch while in high school.
Software used:
Microsoft Office and Corel WordPerfect

REFERENCES

Available upon Request