

CHERYL CHIGAMA

386 VICTORY HWY APT. 3, PAINTED POST, NEW YORK 14870

CHICHERIE@GMAIL.COM

(607) 684-0468

Computer skills: Microsoft Office: Word, Publisher, PowerPoint, Outlook, Quark, Excel basic bookkeeping, OneNote; VOIP, Web, research databases, Mac OS, Adobe CS5.5

WORK EXPERIENCE

SOUTHEAST STEUBEN COUNTY LIBRARY

MAY 2010-PRESENT

Public Relations Coordinator

Corning, New York

- Promote and advocate for the library and its programs as well as aid in relationship building between staff and patrons. This is done through: press releases, photography, web content, in house advertising and displays, television interviews, newsletters and ads. Recently completed designing our new website, which can be found at ssclibrary.org. Also, completed a number of trainings. List upon request.

THE LEADER

JUNE 2007-JANUARY 2010

Page Designer/Copy Editor

Corning, New York

- Mastered layout and design using Quark to produce sparkling feature covers and eye-catching 1As. Worked with a team to reduce errors and save the newspaper money.

JONES APPAREL GROUP

MARCH 2004- JANUARY 2007

Manager

Gainesville, Florida

- Managed all aspects of a \$400,000/year 9West Outlet while promoting positive staff spirit and excellent relationships with customers.

THE FSVIEW

MAY 2002 – AUGUST 2002

Staff Writer

Tallahassee, Florida

- Reported and wrote articles for an award-winning independent newspaper serving the FSU and Tallahassee community.

UNIVERSITY OF WEST FLORIDA

SEPTEMBER 2000- DECEMBER 2001

Assistant

Pensacola, Florida

- Oversaw the Foreign Language Lab, while taking on clerical duties, as needed, and eventually elevating the position from general to skilled within the university.

JUVENILE ALTERNATIVE SERVICES PROGRAM

MAY 2000–AUGUST 2000

J.A.S.P Youth Counselor

Pensacola, Florida

- Served the community by helping youthful or first-time offenders complete a court sanctioned program offered as an alternative to being handled by the Juvenile Justice Department.

EDUCATION

UNIVERSITY OF FLORIDA

Gainesville, Florida

Master of Art, Mass Communications,
GPA: 3.68.

GRADUATED DECEMBER 2006

FLORIDA STATE UNIVERSITY

Tallahassee, Florida

Bachelor of Science, Psychology, Minor in Urban Planning,

GRADUATED MAY 2003

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Magna cum laude.

UNIVERSITY OF WEST FLORIDA

Pensacola, Florida

Bachelor of Science, Interdisciplinary Humanities & Fine Arts, GRADUATED DECEMBER 2001

GPA: 3.7/4.0.

EXPERIENTIAL EDUCATION

GOOD LIFE COMMUNITY MAGAZINE

JUNE- OCTOBER 2006

Editor/Writer

Gainesville, Florida

- Achieved valuable editing experience at this start up magazine now in its fifth year.

GAINESVILLE SUN

MAY- AUGUST 2004

Business News Writer

Gainesville, Florida

- Served as the staff writer on the business desk for the duration of internship and was fortunate to write and report on everything from economics and entrepreneurs to flood insurance and Starbucks.

VOLUNTEER WORK

LITERACY VOLUNTEERS OF AMERICA- STEUBEN COUNTY

- Earned an adult literacy tutoring certificate upon completion of training and tutor for a year and a half.