

Andréa Leanne Fernandes

Email: andreafernandes@live.com

Country of citizenship: United States of America
Veterans' Preference: No
Contact Current Employer: Yes

AVAILABILITY

Job Type: Permanent
Temporary
Term
Federal Career Intern

Work Schedule: Full Time
Part Time
Shift Work

Desired Work Environment

Undergraduate
New Professional

DESIRED LOCATIONS

US-DE
US-MD
US-VA
US-DC

WORK EXPERIENCE

mental_floss magazine **9/2007 - Present**
Brooklyn, New York US

Salary: \$400.00 USD Per Month
Hours per week: 12

Online Contributor

- Write a thrice-weekly art history blog
- Proofread and edit articles and quizzes for the magazine's Web site
- Input blog posts to WordPress with a moderate understanding of HTML
- Program quizzes for the magazine's Web site
- Submit article's on the magazine's Web site to Yahoo! Buzz
- Fill-in on administrative duties as needed (Contact Supervisor: Yes, Supervisor's Name: Jason English, Supervisor's Phone: 973-216-3908)

Chestnut Hill College **5/2009 - 7/2009**
Philadelphia, Pennsylvania US

Salary: ~8.00 USD Per Hour
Hours per week: ~20

Web Assistant to Admissions and Career Services

- Help to manage and maintain the admissions department's student blog, including writing and editing posts
- Maintain the admissions department's student blog Flickr account
- Implement a virtual bookshelf for the college using Shelfari
- Research and develop a Facebook page for the college
- Design a T-shirt for the admissions department's student bloggers
- Research other social networking initiatives for the admissions department
- Design a logo for Chestnut Hill College's Service Learning program

- Help to develop a mission statement for the Service Learning program
- Research the Service Learning programs at other colleges and universities
- Design a web presence for CHC's Service Learning program
- Assist with other projects as assigned (Contact Supervisor: Yes, Supervisor's Name: Lori Boccuzzi, Supervisor's Phone: 215-248-7134)

**Post University
Philadelphia, Pennsylvania US**

4/2009 - 7/2009

**Salary: 10.00 USD Per Hour
Hours per week: 22.5**

Marketing Assistant

- Send out mass e-mails for the admissions office, the accelerated degree program, and other departments
- Check e-mails and other communicate for spelling, grammar, punctuation, and content validity
- Assist with social networking ventures
- Provide input on admissions and marketing materials
- Prepare purchase orders
- Take telephone messages (Contact Supervisor: Yes, Supervisor's Name: Marcelo Parravicini, Supervisor's Phone: 215-248-0694)

**Chestnut Hill College
Philadelphia, Pennsylvania US**

5/2008 - 12/2008

**Salary: 500.00 USD Per Year
Hours per week: 3**

Orientation Leader / FYI Peer Leader

- Planned activities designed to orient first year students to college life
- Acted as a resource for parents and first year students during testing days and orientation
- Created a slideshow to showcase the photos orientation leaders took on a Philadelphia-themed scavenger hunt
- Created a gameshow about the college for first year students
- Chaperoned student events during orientation weekend
- Planned in-classroom and out-of-classroom activities for first year students
- Provided advice and tips for first year students
- Presented the college's core requirements to first year students
- Served as liaison between first year students and the college's faculty
- Reviewed first year students' reflective papers
- Organized service hours for approximately 15 first year students (Contact Supervisor: Yes, Supervisor's Name: Krista Murphy, Supervisor's Phone: 215-248-7142)

**Girls' Life magazine
Baltimore, Maryland US**

5/2007 - 9/2007

Hours per week: 20

Web Intern / Online Moderator

- Moderated comments on Girls' Life magazine's Web site
- Chose and edited girls' embarrassing stories, anecdotes, and questions to be published on the magazine's blog
- Answered tween girls' questions about boys, puberty, friends, and school to be published on the magazine's blog
- Managed 4,000 incoming e-mails per day
- Sorted through contest entries, selected contest winners, and mailed out prizes daily

**Chestnut Hill College
Philadelphia, Pennsylvania US**

1/2007 - 5/2007

Hours per week: ~8

Computer Lab Monitor

- Answered users' questions regarding the computing center
- Stocked printers with paper

**Chestnut Hill College
Philadelphia, Pennsylvania US**

8/2006 - 12/2006

Hours per week: ~8

Office Assistant in Campus Ministry

- Helped plan and implement Campus Ministry events, including a Halloween party for underprivileged children
- Designed flyers to encourage alternative gift-giving
- Sorted and filed documents
- Organized the office's book collection and closets
- Helped plan the 2006 Empty Bowl event (Contact Supervisor: Yes, Supervisor's Name: Mindy Welding, Supervisor's Phone: 215-248-7095)

Barnes & Noble
Bowie, Maryland US

4/2005 - 7/2005

Salary: ~7.00 USD Per Hour
Hours per week: ~12

Bookseller / Café Worker

- Answered customers' inquiries about books
- Shelves books throughout the store
- Operated the cash register
- Prepared and served beverages, sandwiches, and desserts

Maryland Renaissance Festival
Crownsville, Maryland US

8/2002 - 10/2004

Salary: 9.00 USD Per Hour
Hours per week: 24

Manager of Souvenir Booth

- Managed and scheduled three employees
- Tracked inventory and placed orders
- Handled customers' questions, concerns, and complaints
- Sold mugs, apparel, and sundries (Contact Supervisor: Yes, Supervisor's Name: Jaki Shives, Supervisor's Phone: 1-800-296-7304)

EDUCATION

Chestnut Hill College
 Philadelphia, Pennsylvania US
 Bachelor's Degree - 5/2009
 138.5 Semester Hours
 Major: Publication & Culture
 GPA: 3.9 out of 4.0

Honors: summa cum laude

Relevant Coursework, Licensures and Certifications:

Took courses in:

- Desktop publishing (using Adobe InDesign)
- Editing and publishing (using AP Style and QuarkXpress)
- Public relations writing (including press releases, brochures, flyers, project summaries, and news articles)
- Theories and research methods (including the completion of a literature review and a thesis)

St. John's University
 Queens, New York US
 Some College Coursework Completed - 5/2006
 30 Semester Hours
 GPA: 3.5 out of 4.0

Relevant Coursework, Licensures and Certifications:

Took several writing- and editing-intensive courses in English and philosophy

LANGUAGES**Latin**

Spoken: Novice

Written: Novice

Read: Novice

Spanish

Spoken: Novice

Written: Novice

Read: Novice

REFERENCES

Leslie Harms Chestnut Hill College Marketing Manager /

		Assistant to the Dean of Enrollment
Phone Number:	215-248-7001	
Email Address:	harmsl@chc.edu	
Reference Type:	Professional	
Ryan Murphy	Chestnut Hill College	Assistant Director of Career Services
Phone Number:	215-248-7032	
Email Address:	murphyr@chc.edu	
Reference Type:	Professional	
Nancy Dachille	Chestnut Hill College	Director of Career Services
Phone Number:	215-248-7109	
Email Address:	ndachill@chc.edu	
Reference Type:	Personal	
Krista Murphy	Chestnut Hill College	Director of Community Engagement
Phone Number:	215-248-7142	
Email Address:	murphyk@chc.edu	
Reference Type:	Professional	
Lori Boccuzzi	Chestnut Hill College	Undergraduate Admissions Counselor
Phone Number:	215-248-7134	
Email Address:	boccuzzil@chc.edu	
Reference Type:	Professional	
Jason English	mentalfloss magazine	Managing Editor, mentalfloss.com
Phone Number:	973-216-3908	
Email Address:	jason@mentalfloss.com	
Reference Type:	Professional	
Marcelo Parravicini	Post University	Marketing Director
Phone Number:	215-248-0694	
Email Address:	mparravicini@post.edu	
Reference Type:	Professional	

ADDITIONAL INFORMATION

Past activities include:

- Designing, composing, and editing programs for student musical productions
- Serving as section editor for college yearbook
- Copyediting for college newspaper
- Blogging for college admissions student blog
- Creating and maintaining a campus-wide calendar of events
- Reviewing submissions and designing layout for college literary magazine
- Serving as student government vice president of academic affairs, which included writing and administering surveys

Competencies:

- Skilled at writing, proofreading, and editing
- Comfortable with computers and technology
- Learns new programs quickly
- Works well both solo and as part of a team
- Creative and innovative
- Proficient in AP Style

Skills:

- Windows and Macintosh operating systems
- Microsoft Office 2007 & 2003
- Adobe InDesign CS2 & CS3
- Adobe Photoshop CS2 & CS3
- Adobe Illustrator CS2 & CS3
- Adobe Dreamweaver CS2

Honors and Awards:

- Summa Cum Laude from Chestnut Hill College with a 3.903 GPA

- Departmental Honors for a thesis on the Internet's effects on traditional print media
- President's Leadership Award for student organization involvement
- Member of national honor societies Delta Epsilon Sigma and Phi Eta Sigma
- Dean's List every semester