

Donald Lambert
January, 2014
281 Candlewood LN, Great Cacapon, WV, 25422
304-947-5999
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Education	Mass Communications major, Journalism minor <i>Shepherd University, Shepherdstown, WV</i>	2013
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Career History & Accomplishments

DL Consulting, Great Cacapon, WV 2003-2012

- Helped with land surveying duties (field work, talking to clients)

Scarborough Library, Shepherd University, Shepherdstown, WV 2009-2013

- Senior Desk Assistant; answered phones, shelved books, managed front desk, supervised other students, customer service

The Picket, Shepherd University, Shepherdstown, WV 2011-2012

- Commentary Editor; responsible for assigning and editing stories
- Written and published in University newspaper in News, Commentary and Art & Styles sections

WSHC, Shepherd University, Shepherdstown, WV 2013

- News Director; responsible for writing and editing news broadcasts, assigning stories
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Special Skills

- 3 years study in communications (film, computer, marketing) at Shepherd University
- Good with computers and office software (Word, Excel, etc)
- Social media savvy (Facebook, Twitter, etc)

References

- **Theresa Smith, Scarborough Library**
304-876-5217
- **Candice Pennington, Berkeley Springs High School**
304-867-5691 Ext. 134
- **James Lewin, Shepherd University**
304-876-5269