

# JANE DOE

janedoe@gmail.com

+123 456 7890

Digital content creator with three years of experience with social media strategy, marketing, copywriting, design and administrative assistance. Skilled in Adobe Creative Suite, photography, videography, and MailChimp with working knowledge in HTML and CSS.

## EDUCATION

**University of College**, B.A. in Communication Arts, Digital Studies Certificate

September 2015 - August 2019

## SKILLS

Adobe InDesign, Adobe Photoshop, Adobe Premiere, CSS, Google Analytics, Google Tools, HTML, Mailchimp, Microsoft Offices, Photography, Videography, SEO, Social Media Strategy, Wordpress

## EXPERIENCE

- 2020      **Digital Media Intern**, Nonprofit  
Designed website interface and performed routine updates and overall maintenance of website, produced infographics for events and social media
- 2019      **Communications Assistant**, Some Company  
Audited over 40 website pages for copy and structure, developed and executed print and web design concepts for alumni, donor and school-wide events, and managed digital photo archive
- Social Media Director**, Magazine  
Composed social media campaigns per release of new issues, curated promotional material for the magazine's marketing efforts through various media, and pitched, wrote and produced content for web and print including interviews, album reviews and think pieces
- Event Planner**, Organization  
Cultivated events based on student needs that were within given budget, organized events from conception to completion by coordinating site logistics, menus, setup, and schedules, worked with management and committee chair to book keynote speaker
- 2018      **Fashion Editor**, Magazine  
Initiated first-ever Fashion Editor position, lead executive board on conceptualizing photoshoot ideas and campus dialogue on fashion within marginalized communities, and grew the student organization to a membership of over 50 active members