



# MADELEINE CHARDON

COLLEGIENE

## PROFESSIONAL SUMMARY

I am a dedicated and seasoned assistant with many completed projects in my portfolio. I am looking for a full-time position where I can expand my skills.

## KEY STRENGTHS

I am very skilled at customer development, public relations, customer service, lead generation, organization and management, and multitasking.

## GET IN CONTACT

Home: 123-456-7890  
Mobile: 123-456-7890  
hello@reallygreatsite.com  
www.reallygreatsite.com  
123 Anywhere Street, Any City, State,  
Country 12345

## PREVIOUS EXPERIENCE

### MARKETING ASSISTANT

**The Loopee Hubs Co. (2009 - Present)**

Responsible for assisting the manager with marketing activities such as developing product descriptions, handling production of marketing materials, and more.

### MARKETING ASSISTANT

**Kyobi Technologies Inc. (2004 - 2009)**

Responsible for defining campaign objectives and preparing campaign briefs for clients. I was also in charge of implementing online marketing campaigns.

## PREVIOUS EDUCATION

### UNIVERSITY OF EL DORADO

**Bachelor of Science in Marketing**

- President of University of El Dorado's Student Marketing Organization
- Contributor for The El Dorado Bugle
- Member of the Student Business Organization

### SAN DIAS INSTITUTE

**Graduated Class of 2006**

**Honor Roll**

- President, San Dias Institute's Business Association
- President, Digital Arts and Media Society
- Member, Drawing Club
- Member, Debate Team

## OTHER INTERESTS

I am an avid reader, writer, and blogger. In my spare time, I research and do freelance work on social media marketing for small businesses.