

Henrietta Mitchell

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123 Anywhere St., Any City, ST 12345

DIGITAL MARKETER

Results-driven digital marketer with expertise in SEO, email marketing, and social media strategy to drive brand growth and engagement. Skilled in creating data-driven campaigns that boost online visibility and conversion rates.

SKILLS

pYTHON	SEMRUSH	Strong interpersonal skills
C#	MAGOOOLS	Proactive and self-motivated
C++	GRAVITYWRITE	Exceptional organisational skills

PROFESSIONAL EXPERIENCE

Arowwai Industries Oct 2023 - Present
Business Analyst Intern

Developed and implemented a streamlined process for gathering business requirements, reducing project delivery time by 15%. Developed and implemented a standardised reporting framework, resulting in improved visibility of key performance metrics and enabling data-driven decision-making at all levels of the organisation.

Hanover and Tyke Jan 2022 - Aug 2023
Project Management Assistant

Assisted project managers in planning and executing various projects, ensuring adherence to project timelines and deliverables. Monitored project budgets, tracked expenses, and prepared financial reports to ensure cost-effectiveness and adherence to financial guidelines.

Giggling Platypus Co. July 2020 - Jan 2022
Barista

Prepared and served a variety of beverages with precision and creativity, consistently meeting or exceeding quality standards, and receiving compliments for latte art and presentation.

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration
Majors: Analytics and Project Management
Ginyard International Co.

Graduate Project Management Certification
Ginyard International Co.

Impact Evaluation Methods 3-Day Short Course
Liceria & Co.

EXTRACURRICULAR ACTIVITIES

President, Business Club
Ginyard International Co.

Community Volunteer
Paucek and Lage