



██████████ ██████████ ██████████, UNITED STATES · email@email.com



Recent Bachelor of Marketing & Business Management graduate seeking an ██████████ ship that will allow for learning the ins and outs of the advertising field and provide an opportunity to add value to ABC Marketing by applying theoretical knowledge into practice. Previous informal experience with social media channel set up and blogging has been gained during university as part of the Campus Newspaper team.

EMPLOYMENT HISTORY

University News Paper Editor, Columbus State University

Nov ██████████ – Feb ██████████, Boston

Created three new websites for the Columbus State University's marketing, engineering and medical faculties within a period of two months

- Responsible for weekly editor's comments for the newspaper
- Proofread and edit write ups from staff members

EDUCATION

Columbus State University, Bachelor of Marketing & Business Management

Sep ██████████ – Feb ██████████, Atlanta

GPA: 3.6

Majors: Marketing & Business Management

Minors: Political Science, Communications and Economics

Awards: Honors Program, Dean's list for 8 Semesters

Hawthorne High School, ██████████

Feb ██████████, Boston

GPA: 3.7

Captain of Athletics Team (State Champions in ██████████, Runners Up in ██████████)

Editor of Hawthorne School News Paper

COURSES

Certificate in HTML, Udemy Online

Apr ██████████

Advanced Excel Course, ██████████

Oct ██████████

DETAILS

██████████ Pacific Ave

Los Angeles, CA ██████████ 1, United States

DATE / PLACE OF BIRTH

San Antonio

NATIONALITY

American

DRIVING LICENSE

Full

LINKS

[Facebook](#)

[Instagram](#)

[YouTube Channel](#)

SKILLS

HTML

Word Press

Budgets

Team Player

Deadline Driven

Energetic

Collaboration Software

Project Management

HOBBIES

Writing, Blogging,
Website Design,
Running

EXTRA-CURRICULAR ACTIVITIES

Athletics Team, [REDACTED]

Sep [REDACTED] – Feb [REDACTED], Boston

Middle Distance Running

LANGUAGES

English

German

~~INTERNSHIPS~~

Marketing ~~Intern~~, Coca Cola

Jun [REDACTED] – Sep [REDACTED]

Update database of [REDACTED] clients using MS Access and categorize data in accordance with client demographics

- Accumulate quantitative and qualitative data to prepare market studies and analytics
- Conduct competitor analysis

Business Management ~~Intern~~, Boston Legal

Jul [REDACTED] – Sep [REDACTED], Boston

Instrumental in transferring [REDACTED] client files onto the new digital CRM system

- Assist with general office work in HR and operational departments
- Assist in the write up of policies and procedures
- Check production reports and comparing with financial reports
- Assist in updating safety documentation on the company system

General ~~Intern~~, Florida County Healthcare Association

Mar [REDACTED] – Aug [REDACTED], Tampa

Instrumental in organizing the weekly Q&A session between management and members of the association and handled all email correspondence preceding and following these events.

- Answer phone inquiries, direct calls and take messages
- Schedule travel arrangements of directors
- Receive and post packages and registered letters from couriers
- Taking minutes and distributing notes after meetings

EXTERNSHIPS

Administrator

Sep [REDACTED], Boston

Job shadowing for two weeks at Boston Small Business Association

VOLUNTEERING

Sunshine Retirement Village

Jul [REDACTED] – Jun [REDACTED], Boston

Weekend Care Giver at Retirement Center

Assisting residents with shopping and banking activities

Organize weekly Bingo games

SOFTWARE SKILLS

Computer Literacy

Microsoft Word, PowerPoint, Excel, VisualStudio, Adobe Photoshop, Dreamweaver MX, Flash MX, Oracle