

# YOUR NAME

Amman, Jordan

+9627912345678

youremail@example.com

Date of birth ..... 02.06.1992      Nationality ..... Jordanian

Place of birth ..... Amman

## PROFILE

Hardworking and enthusiastic college student working towards a B.S. in Marketing. Seeking to use my superior knowledge of social media marketing and my advanced communication skills to effectively serve your company in an internship position. Dedicated and committed to becoming a dependable and valuable team member.

## EMPLOYMENT HISTORY

❖ Sales Associate, Gary's Department Store ..... Sep 2018 — May 2021  
Bellevue

- Maintained positive consumer relationships.
- Provided excellent customer assistance at all times.
- Ensured all communications were consistent with the store brand.
- Used superior information technology skills on a daily basis.

❖ Office Assistant, The Harkins Group ..... Jun 2017 — Aug 2018  
Seattle

- Worked to increase office productivity by maintaining an organized environment.
- Used advanced software programs and helped to maintain strong communication among colleagues.
- Maintained the office schedule and prioritized tasks.
- Effectively used my management skills to complete all front desk operations in a timely manner.

❖ Assistant Dog Trainer, Gracelane Kennels ..... Nov 2016 — May 2017  
Norwalk

- Helped dogs to assimilate in their new environments.
- Maintained a proper environment, conducive to the health and happiness of each and every dog.
- Cared for each dog, ensuring proper medications and procedures were administered.
- Prepared new kennels for incoming dogs and thoroughly cleaned vacant kennels.

## EDUCATION

❖ University of Washington ..... Aug 2017  
Bachelor of Marketing ..... Seattle

- Passionately pursuing a marketing degree, while working to enhance my skill set and industry experience.

❖ Franklin Academy ..... Sep 2013 — Jun 2017  
High School Diploma ..... Bellevue

- Earned my high school diploma and graduated at the top of my class.
- Worked to maintain my Honor Society membership for all four years.

## SKILLS

Interpersonal Communication Skills ..... Expert	Teamwork Skills ..... Expert
Excellent Work Ethic ..... Expert	Honesty and Integrity ..... Expert
Advanced Technology Skills ..... Expert	Motivated Attitude ..... Expert

## REFERENCES

- ❖ **Jacob Faulkner** ..... 876-544-3216  
*Franklin Academy* ..... [jfaulkner@franklin.org](mailto:jfaulkner@franklin.org)
- ❖ **Anna Hyde** ..... 451-278-9982  
*The Harkins Group* ..... [ahyde@harkins.org](mailto:ahyde@harkins.org)
- ❖ **Clemence Klein** ..... 682-543-9898  
*University of Washington* ..... [ck@uw.org](mailto:ck@uw.org)