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#### **EXPERIENCE**

Mildred J. Hamilton, Esquire · Florence, NJ

July 2020 – Present

Marketing Manager and Office Assistant

- Manage all firm marketing materials including logo design, stationary design, social media pages, and Google My Business account
- Designed firm webpage
- Manage office tasks including filing, communicating with clients, and preparing documents

#### **Custom Ink** · Princeton, NJ

August 2018 – June 2020

Sales Representative

- · Interacted with a variety of customers, employing customer service and sales skills
- Designed end products to best fit client specifications and needs
- Regularly met monthly sales goals of \$6,000+ and contribute to overall store growth
- Developed in-store marketing initiatives by designing promotional flyers and email content

### **Lyneer Staffing Solutions** · Ewing, NJ

January 2018 – April 2018

Digital Marketing Intern

- Conducted market research to better define and communicate with Lyneer's target market
- Created promotional content for external & internal use to raise awareness of company events and service offerings

### **EDUCATION**

**The College of New Jersey** · Ewing, NJ · May 2020

BS in Marketing · Minor in Graphic Design

Cumulative GPA: 3.86/4.0

School of Business Dean's List, Fall 2016 – Spring 2020

Alpha Psi Omega Theatre Honor Society Member

### **LEADERSHIP**

# **All College Theatre**

President · Production Manager · Stage Manager

- Oversee club's executive board and conduct weekly club meetings
- Recruit and hire season directors
- Manage a production staff of 50+ individuals to put on performances in just over one month

# **American Marketing Association**

*Vice President of Marketing · Director of Graphic Design* 

- Developed all designs for club including merchandise and posters
- Managed club Facebook, Twitter and Instagram accounts
- Supervised the Director of Graphic Design and Assistant Director of Graphic Design

# **TCNJ Musical Theatre**, *Program Designer*

**Bull, Bear & Lion Business Newspaper**, *Contributor* 

#### **SKILLS**

- Adobe Photoshop, Illustrator, InDesign, and Dreamweaver
- HTML and CSS