



HENRIETTA MITCHELL

BUSINESS ANALYST

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@realitygreatside.com
www.realitygreatside.com
123 Anywhere Street, Any City, State
Country 12345

PREVIOUS EXPERIENCE

MARKETING ASSISTANT

The Looper 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.