

Emily Nhan

myemail@gmail.com | (000) 000-0000 | mylinkedinpage.com

QUALIFICATIONS

- Proficient in Microsoft Office Suite, Google Workspace, and basic HTML/CSS for web updates.
- Ability to efficiently manage tasks in fast-paced environments.
- Recognized for strong communication skills and collaboration in diverse teams to achieve goals.
- Skilled in problem-solving, time management, and adapting quickly to new tools and workflows.

EDUCATION

Bachelor of Sciences in Communications

June 2025

University of California San Diego, La Jolla, CA

WORK EXPERIENCE

Marketing Intern

WXYZ Technologies, Los Angeles, CA

May 2022 – Present

- Developed and published digital marketing content for social media platforms
- Conducted basic HTML/CSS edits on website to ensure site stays updated and relevant
- Collaborated with team members to brainstorm and plan promotional campaign ideas.

Secretary and Scheduling Intern

ABC Company, Los Angeles, CA

Jan 2021 – Apr 2022

- Coordinated daily task schedules for floor staff to ensure full coverage during peak hours.
- Documented office meetings and discussed company plans and marketing ideas
- Managed coordinating event layouts for maximum flow and accessibility.
- Provided personalized customer service, assisted clients with product selection.

VOLUNTEER EXPERIENCE

Volunteer, Local LA Food Bank (2021 – Present)

- Sorted and packaged food items, distributed to community members in need
- Coordinated with other volunteers to ensure smooth and timely distributions

SKILLS

Technical: Microsoft Office Suite, Google Workspace, Canva, HTML/CSS, Social Media Management

Interpersonal: Team collaboration, conflict resolution, public speaking

Languages: English, Conversational Spanish, Conversational Vietnamese

PROFESSIONAL INVOLVEMENT

Cabinet Member, Student Communication Association

Dec 2023 – Present