

**Sophie Berry**  
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## **EDUCATION**

### **University of Oklahoma**

**Norman, Oklahoma**

Bachelor's Degree: International Business and Management Information Systems

May 2022

Minor in Chinese

Overall GPA: 3.86/4.0

**Objective:** Recent college graduate with expertise in international relations, marketing, and computer systems in search of a career opportunity in New York City starting in September.

### **Academic Project Experience:**

#### Federal Aviation Administration

**Norman, Oklahoma**

*MIS 4663 Project Management Intern*

*February 2022 - May 2022*

- Delivered a project plan with milestones and deliverables to the client
- Generated a template for FAA lesson plans using CommonMark, CSS, HTML
- Established Markdown instructional documentation for FAA instructors
- Presented a final presentation with finished product to the client

## **INTERNSHIP EXPERIENCE**

### **King's Head Theatre**

**London, England**

*Communications and Creative Marketing Intern*

*June 2022 - August 2022*

- Responsible for executing email marketing campaigns for upcoming shows
- Created and scheduled social media posts for Instagram, Twitter, and Facebook through Canva and Meta Business Suite
- Maintained relationships and communication with over 20 local theatres for promotional means
- Generated weekly newsletters using DotDigital and Spektrix

### **deadCenter Film Festival**

**Oklahoma City, Oklahoma**

*Social Media and Tik Tok Intern*

*August 2021 - May 2022*

- Created a Tik Tok platform and multiple videos to spread brand awareness
- Gained 4 new sponsors due to the online video presence I created
- Was responsible for photo and video opportunities at company events

### **SEQTEK**

**Sapulpa, Oklahoma**

*Digital Marketing Specialist*

*May 2021 - August 2021*

- Redesigned the SEQTEK website using WordPress Development
- Successfully got SEQTEK on the first page of Google by implementing SEO strategies
- Created a marketing strategy to understand the target market and angle to approach

## **SKILLS**

**Languages:** English, Chinese (intermediate)

**Technical:** Proficient in MS Word, Excel, and Powerpoint; Knowledgeable in Visual Studio Application, Structured Query Language, WordPress Development, C#, HTML, CSS, JavaScript, SAP, Markdown Language, Marp, Google Analytics, Hubspot, Adobe Photoshop, Hootsuite, Buffer, Dot Digital, Meta Business Suite, Notion; Social Media platforms include Instagram, Twitter, Facebook, LinkedIn, TikTok