

JANE DOE

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PROFESSIONAL SUMMARY

Motivated marketing student with experience in graphic design and customer service. Skilled with Adobe Creative Suite and web design. Adept at developing marketing plans and generating new clients. Proficient in gathering and analyzing data to discover trends and areas for improvement. Seeking a position as a marketing associate for an advertising firm.

EDUCATION

West Virginia State University

Expected Graduation May 2022

Institute, WV

Bachelor of Science in Business Administration, Concentration in Marketing

EXPERIENCE

Target

April 2021 - Present

South Charleston, WV

Cashier

- Operate point-of-sale system and provide customers with outstanding service
- Resolve customer issues and answer questions about products and pricing
- Employee of the month for June 2021

Charles Ryan Associates

September 2020 - April 2021

Charleston, WV

Marketing Intern

- Designed print and social media advertisements using Photoshop and Illustrator
- Collaborated with management team to create marketing plans for local businesses
- Assisted sales team with business development and customer service

VOLUNTEER EXPERIENCE

Bob Burdette Center

September 2020 - December 2020

Charleston, WV

After School Programs Assistant

- Tutored elementary students in math and reading
- Designed educational and recreation activities with the Program Coordinator

ACTIVITIES AND ORGANIZATIONS

Public Relations Student Society of America

January 2021 - Present

Secretary, 2021-2022 School Year

Generation Charleston

September 2021 - Present