

# 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.

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## Education

**West Virginia State University**

Expected Graduation May 2022

Institute, WV

Bachelor of Science in Business Administration, Concentration in Marketing

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## 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
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## 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
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## Activities and Organizations

**Public Relations Student Society of America**

January 2021 - Present

Secretary, 2021-2022 School Year

**Generation Charleston**

September 2021 - Present