



MICHELLE JEWETT

Intern 📍 LOS ANGELES, CA 90291, UNITED STATES

○ DETAILS ○

1515 Pacific Ave, Los Angeles, CA
90291, United States
email@email.com

PLACE OF BIRTH
San Antonio

NATIONALITY
American

DRIVING LICENSE
Full

○ LINKS ○

[Facebook](#)

[Instagram](#)

[YouTube Channel](#)

○ SKILLS ○

HTML
Word Press
Budgets
Team Player
Deadline Driven
Energetic
Collaboration Software
Project Management

○ HOBBIES ○

Writing, Blogging, Website Design,
Running

○ LANGUAGES ○

English

German

👤 PROFILE

Recent Bachelor of Marketing & Business Management graduate seeking an internship that will allow for learning the ins and outs of the advertising field and provide an opportunity to add value to ABC Marketing by applying theoretical knowledge into practice. Previous informal experience with social media channel set up and blogging has been gained during university as part of the Campus Newspaper team.

📁 EMPLOYMENT HISTORY

University News Paper Editor at Columbus State University, Boston

November 2016 – February 2019

Created three new websites for the Columbus State University's marketing, engineering and medical faculties within a period of two months

- Responsible for weekly editor's comments for the newspaper
- Proofread and edit write ups from staff members

🎓 EDUCATION

Columbus State University, Atlanta

September 2016 – February 2019

Degree: Bachelor of Marketing & Business Management

GPA: 3.6

Majors: Marketing & Business Management

Minors: Political Science, Communications and Economics

Awards: Honors Program, Dean's list for 8 Semesters

Hawthorne High School, Boston

February 2016

Degree: High School Diploma

GPA: 3.7

Captain of Athletics Team (State Champions in 2016, Runners Up in 2014)

Editor of Hawthorne School News Paper

📖 COURSES

Certificate in HTML, Udemy Online

April 2018

Advanced Excel Course, ICT Computer College

October 2017

EXTRA-CURRICULAR ACTIVITIES

Athletics Team at Columbus State University, Boston

September 2016 – February 2019

Middle Distance Running

INTERNSHIPS

Marketing Intern at Coca Cola

June 2017 – September 2017

Update database of 5000 clients using MS Access and categorize data in accordance with client demographics

- Accumulate quantitative and qualitative data to prepare market studies and analytics
- Conduct competitor analysis

Business Management Intern at Boston Legal, Boston

July 2018 – September 2018

Instrumental in transferring 2000 client files onto the new digital CRM system

- Assist with general office work in HR and operational departments
- Assist in the write up of policies and procedures
- Check production reports and comparing with financial reports
- Assist in updating safety documentation on the company system

General Intern at Florida County Healthcare Association, Tampa

March 2016 – August 2016

Instrumental in organizing the weekly Q&A session between management and members of the association and handled all email correspondence preceding and following these events.

- Answer phone inquiries, direct calls and take messages
- Schedule travel arrangements of directors
- Receive and post packages and registered letters from couriers
- Taking minutes and distributing notes after meetings

EXTERNSHIPS

Administrator, Boston

September 2015

Job shadowing for two weeks at Boston Small Business Association

VOLUNTEERING

Sunshine Retirement Village, Boston

July 2012 – June 2015

Weekend Care Giver at Retirement Center

Assisting residents with shopping and banking activities

Organize weekly Bingo games

SOFTWARE SKILLS

Computer Literacy

Microsoft Word, PowerPoint, Excel, VisualStudio, Adobe Photoshop, Dreamweaver MX, Flash MX, Oracle

