

# Michelle Jewett



## Intern

|                        |   |                    |  |
|------------------------|---|--------------------|--|
| <b>Address</b>         | 1515 Pacific Ave, Los Angeles, CA<br>90291, United States | <b>Email</b>       | email@email.com  |
| <b>Place of birth</b>  | San Antonio   | <b>Nationality</b> | American   |
| <b>Driving license</b> | Full  | <b>Links</b>       | <a href="#">Facebook</a> , <a href="#">Instagram</a> , <a href="#">YouTube Channel</a> |

## 01 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.

## 02 EMPLOYMENT HISTORY

11/2016 – 02/2019

### University News Paper Editor at Columbus State University Boston

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

## 03 EDUCATION

09/2016 – 02/2019

### Columbus State University Atlanta

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

02/2016

### Hawthorne High School Boston

High School Diploma

GPA: 3.7

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

Editor of Hawthorne School News Paper

## 04 SKILLS

HTML

Word Press

Budgets

Team Player

Deadline Driven  
Collaboration Software

Energetic  
Project Management

## **05 COURSES**

04/2018

**Certificate in HTML at UdeMy Online**

10/2017

**Advanced Excel Course at ICT Computer College**

## **06 HOBBIES**

Writing, Blogging, Website Design, Running

## **07 EXTRA-CURRICULAR ACTIVITIES**

09/2016 – 02/2019

**Athletics Team in Columbus State University**

*Boston*

Middle Distance Running

## **08 INTERNSHIPS**

06/2017 – 09/2017

**Marketing Intern at Coca Cola**

*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

07/2018 – 09/2018

**Business Management Intern at Boston Legal**

*Boston*

*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

03/2016 – 08/2016

## General Intern at Florida County Healthcare Association

Tampa

*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

## 09 LANGUAGES

English



German



## 10 EXTERNSHIPS

09/2015

### Administrator

Boston

*Job shadowing for two weeks at Boston Small Business Association*

## 11 VOLUNTEERING

07/2012 – 06/2015

### Sunshine Retirement Village

Boston

Weekend Care Giver at Retirement Center

Assisting residents with shopping and banking activities

Organize weekly Bingo games

## 12 SOFTWARE SKILLS

### Computer Literacy

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