

# MICHELLE JEWETT

Intern

## INFO

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### ADDRESS

1515 Pacific Ave, Los Angeles,  
CA 90291, United States

### EMAIL

email@email.com

## LINKS

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[Facebook](#)

[Instagram](#)

[YouTube Channel](#)

## SKILLS

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HTML

Word Press

Budgets

Team Player

Deadline Driven

Energetic

Collaboration Software

Project Management

## HOBBIES

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## PROFILE

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*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

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**University News Paper Editor, Columbus State University** Boston

Nov 2016 - Feb 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

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**Columbus State University, Bachelor of Marketing & Business Management** Atlanta

Sep 2016 - Feb 2019

GPA: 3.6

Majors: Marketing & Business Management

Minors: Political Science, Communications and Economics

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

Writing, Blogging, Website  
Design, Running

## LANGUAGES

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English

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German

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## Hawthorne High School, High School Diploma

Boston

Feb 2016

GPA: 3.7

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

Editor of Hawthorne School News Paper

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## COURSES

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### Certificate in HTML, Udemy Online

Apr 2018

### Advanced Excel Course, ICT Computer College

Oct 2017

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## EXTRA-CURRICULAR ACTIVITIES

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### Athletics Team, Columbus State University

Boston

Sep 2016 - Feb 2019

Middle Distance Running

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## INTERNSHIPS

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### Marketing Intern, Coca Cola

Jun 2017 - Sep 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, Boston Legal**

Boston

Jul 2018 – Sep 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, Florida County Healthcare Association**

Tampa

Mar 2016 – Aug 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

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## **EXTERNSHIPS**

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### **Administrator**

Boston

Sep 2015

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

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## **VOLUNTEERING**

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### **Sunshine Retirement Village**

Boston

Jul 2012 – Jun 2015

Weekend Care Giver at Retirement Center  
Assisting residents with shopping and banking activities  
Organize weekly Bingo games

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## **SOFTWARE SKILLS**

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## **Computer Literacy**

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