

Michelle Jewett, Intern

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

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Facebook](#), [Instagram](#), [YouTube Channel](#)

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

Nov 2016 – Feb 2019 **University News Paper Editor, 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

EDUCATION

Sep 2016 – Feb 2019 **Columbus State University, Bachelor of Marketing & Business Management** Atlanta

GPA: 3.6
Majors: Marketing & Business Management
Minors: Political Science, Communications and Economics
Awards: Honors Program, Dean's list for 8 Semesters

Feb 2016 **Hawthorne High School, High School Diploma** Boston

GPA: 3.7
Captain of Athletics Team (State Champions in 2016, Runners Up in 2014)
Editor of Hawthorne School News Paper

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

COURSES

Apr 2018 **Certificate in HTML, Udemy Online**

Oct 2017 **Advanced Excel Course, ICT Computer College**

HOBBIES Writing, Blogging, Website Design, Running

EXTRA-CURRICULAR ACTIVITIES

Sep 2016 – Feb 2019

Athletics Team, Columbus State University

Boston

Middle Distance Running

INTERNSHIPS

Jun 2017 – Sep 2017

Marketing Intern, 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

Jul 2018 – Sep 2018

Business Management Intern, 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

Mar 2016 – Aug 2016

General Intern, 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
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LANGUAGES

English

Native speaker

German

Very good command

EXTERNSHIPS

Sep 2015

Administrator

Boston

Job shadowing for two weeks at Boston Small Business Association

VOLUNTEERING

Jul 2012 – Jun 2015

Sunshine Retirement Village

Boston

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