

MICHELLE JEWETT

Intern

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](#)

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.

EXPERIENCE

- ❖ **University News Paper Editor, Columbus State University** Nov 2016 – Feb 2019
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

- ❖ **Columbus State University** Sep 2016 – Feb 2019
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
- ❖ **Hawthorne High School** Feb 2016
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

SKILLS

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

COURSES

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

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

HOBBIES

Writing, Blogging, Website Design, Running

EXTRA-CURRICULAR ACTIVITIES

❖ **Athletics Team** Sep 2016 – Feb 2019
Columbus State University Boston
Middle Distance Running

INTERNSHIPS

❖ **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** Jul 2018 – Sep 2018
Instrumental in transferring 2000 client files onto the new digital CRM system Boston

- 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** 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. Tampa

- 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

LANGUAGES

English *Native speaker* German *Very good command*

EXTERNSHIPS

❖ **Administrator** Sep 2015
Job shadowing for two weeks at Boston Small Business Association Boston

VOLUNTEERING

❖ **Sunshine Retirement Village** Jul 2012 – Jun 2015
Weekend Care Giver at Retirement Center Boston
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