



# Michelle Jewett, Intern

LOS ANGELES, CA 90291, UNITED STATES · email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291,  
United States

DATE / 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

## 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, 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, Bachelor of Marketing & Business Management

Sep 2016 – Feb 2019, Atlanta

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, High School Diploma

Feb 2016, Boston

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

Apr 2018

### Advanced Excel Course, ICT Computer College

Oct 2017

## EXTRA-CURRICULAR ACTIVITIES

### **Athletics Team, Columbus State University**

Sep 2016 – Feb 2019, Boston

Middle Distance Running

## LANGUAGES

English

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German

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## 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, 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

### **General Intern, Florida County Healthcare Association**

Mar 2016 – Aug 2016, 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

## EXTERNSHIPS

### **Administrator**

Sep 2015, Boston

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

## VOLUNTEERING

### **Sunshine Retirement Village**

Jul 2012 – Jun 2015, 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