



# Michelle Jewett

Intern

Los Angeles, United States email@email.com

## 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

Boston

### University News Paper Editor at Columbus State University

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

Atlanta

### Columbus State University

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

Feb 2016

Boston

### Hawthorne High School

High School Diploma

GPA: 3.7

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

Editor of Hawthorne School News Paper

## Courses

Apr 2018

### Certificate in HTML at Udemy Online

## 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

## Languages

English

Oct 2017

## Advanced Excel Course at ICT Computer College



German



### Extra-curricular activities

Sep 2016 – Feb 2019

#### Athletics Team in Columbus State University

Boston

Middle Distance Running

### Internships

Jun 2017 – Sep 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

Jul 2018 – Sep 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

Mar 2016 – Aug 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

### Externships

Sep 2015

Boston

## Administrator

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

## Volunteering

Jul 2012 – Jun 2015

Boston

## Sunshine Retirement Village

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