



Michelle Jewett

Intern

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01 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.

02 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

03 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

04 SKILLS

HTML

Budgets

Deadline Driven

Collaboration Software

Word Press

Team Player

Energetic

Project Management

05 COURSES

Apr 2018

Certificate in HTML at Udemy Online

Oct 2017

Advanced Excel Course at ICT Computer College

06 HOBBIES

Writing, Blogging, Website Design, Running

07 EXTRA-CURRICULAR ACTIVITIES

Sep 2016 – Feb 2019

Athletics Team in Columbus State University

Boston

Middle Distance Running

08 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

Boston

Business Management Intern at Boston Legal

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

Tampa

General Intern at Florida County Healthcare Association

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

09 LANGUAGES

English



German



10 EXTERNSHIPS

Sep 2015

Boston

Administrator

Job shadowing for two weeks at Boston Small Business Association

11 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

12 SOFTWARE SKILLS

Computer Literacy

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