



# MICHELLE JEWETT

Intern

## DETAILS

### Contacts

1515 Pacific Ave, Los Angeles, CA 90291, United

States

[email@email.com](mailto:email@email.com)

(541) 754-3010

### Nationality

American

### Driving license

Full

### Place of birth

San Antonio

## 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.*

## LINKS

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

## EMPLOYMENT HISTORY

### University News Paper Editor, Columbus State University, Boston

NOVEMBER 2016 – FEBRUARY 2019

*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

### Bachelor of Marketing & Business Management, Columbus State University, Atlanta

SEPTEMBER 2016 – FEBRUARY 2019

GPA: 3.6

Majors: Marketing & Business Management

Minors: Political Science, Communications and Economics

Awards: Honors Program, Dean's list for 8 Semesters

### High School Diploma, Hawthorne High School, Boston

FEBRUARY 2016

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, Udemy Online**

APRIL 2018

**Advanced Excel Course, ICT Computer College**

OCTOBER 2017

## HOBBIES

Writing, Blogging, Website Design, Running

## EXTRA-CURRICULAR ACTIVITIES

**Athletics Team, Columbus State University, Boston**

SEPTEMBER 2016 – FEBRUARY 2019

Middle Distance Running

## INTERSHIPS

**Marketing Intern, Coca Cola**

JUNE 2017 – SEPTEMBER 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, Boston**

JULY 2018 – SEPTEMBER 2018

*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, Tampa**

MARCH 2016 – AUGUST 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.*

- 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

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German

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## EXTERNSHIPS

### Administrator, Boston

SEPTEMBER 2015

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

## VOLUNTEERING

### Sunshine Retirement Village, Boston

JULY 2012 – JUNE 2015

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