

Jane Doe

651.555.5121

JaneDoe1212@gmail.com

linkedin.com/in/JaneD

Education

University of North Dakota – Grand Forks, ND

Bachelor of Business Administration

Major: Marketing

- Dean's List: Fall 2021 and Spring 2022

May 2024

GPA: 3.5/4.0

Work Experience

ABC Firm– Grand Forks, ND

Jan. 2022-May 2022

Marketing Intern

- Created content for the company's Facebook, Instagram, and LinkedIn accounts resulting in 10% increase in engagement over 3 months
- Worked with other members of the business to execute events with over 50 participants
- Communicated extensively with employees, customers, and other stakeholders in order to create a comprehensive marketing plan
- Compiled data to prepare marketing reports to present to company executives

Leadership & Involvement

ABC Business Organization

Sept. 2021-Present

Director of Campus Outreach (March 2022-present)

- Act as the liaison between membership and other campus organizations
- Promote campus activities and opportunities to 42 members using social media

Vice President of Finance (Jan. 2022-March 2022)

- Developed and managed budget of \$15,000
- Created payment plans to meet members' financial needs
- Planned 2 fundraising events which raised over \$2,000

Marketing Club

Sept. 2021-Present

Member

- Network and collaborate with students of all backgrounds with an interest in marketing
- Exercise peer mentorship by assisting younger members to meet their academic goals

Volunteer Experience

Special Olympics North Dakota, Grand Forks, ND

Jan. 2022-Present

Community Violence Intervention Center, Grand Forks ND

Nov. 2021-Dec. 2021

Skills

Computer Skills: Microsoft Office Suite (Excel, PowerPoint, Word), Google Drive

Marketing Skills: Canva, Hootsuite, Adobe Photoshop, WordPress, Social Media Management