

EMILY EXPERIENCED

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PROFILE

- Seeking Marketing Coordinator position with the City of Greensboro
- Experience with creating content for social media; certified in Hootsuite
- Skilled in WordPress, Adobe Photoshop, and Illustrator
- Experience in digital and darkroom photography

EDUCATION

B.A., Human Relations; Minors in Event Planning and Photography
High Point University, High Point, NC

December 2018

RELEVANT EXPERIENCE

Social Media Representative

Social Marketing Solutions, LLC

September 2018 - Present

Parsippany, NJ

- Establish relationships with assigned clients to better understand their marketing vision and social media goals
- Utilize creative writing skills to compose original blogs posted on clients' websites
- Manage clients' Facebook, Twitter, LinkedIn and Google+ pages to engage target markets

Windows UCrew Representative

Campus Entertainment, Inc.

September 2017 - Present

High Point, NC

- Demonstrate initiative to conduct 40 peer-to-peer weekly trials of Windows 8 and other Microsoft products
- Utilize marketing savvy and social networking contacts to circulate marketing materials

Social Media Intern

Trone Brand Energy

May 2018 - September 2018

High Point, NC

- Researched news stories and trending topics relevant to clients' industries
- Composed innovative newsletter content to effectively engage clients' target market and improve revenue
- Utilized iMovie, Photoshop and Illustrator to create an impactful client videos

Special Events Coordinator

Southeastern Panhellenic Conference

March 2016

Atlanta, GA

- Created professional rapport with colleagues to create a central theme and select speakers
- Coordinated and facilitated a successful silent auction raising over \$5000.00
- Developed and delivered a philanthropic speech to over 3,000 women

LEADERSHIP

President

National Panhellenic Council

January 2015 - March 2016

High Point, NC

- Served as Committee Member, Voting Delegate, Recruitment Committee Member
- Utilized strong leadership skills to oversee and operate the Panhellenic Executive Board
- Acted as a liaison and representative for HPU's Greek Life and the community

Consider if you want to use your middle initial. Be consistent on your cover letter and LinkedIn.

Your First & Last Name

Email Address | Cell Phone Number | City, State | LinkedIn URL

Consider using a personal, but professional email rather than your HPU email

PROFILE

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- Skilled in WordPress, Adobe Photoshop, and Illustrator
- Experienced in digital and darkroom photography

Your Profile is a list of hard and soft skills that describe you as a young professional. You can tailor this to the job or internship description.

List only the month and year of your graduation

EDUCATION

Use a semi-colon to separate your major from any minors.

B.A., Human Relations; Minors in Event Planning and Photography

High Point University, High Point, NC

December 2018

RELEVANT EXPERIENCE

List paid and unpaid experiences from most recent to oldest

Your Position

Company or Organization

- *List 2-3 statements that focus on results or skills developed*
- *Example:* Utilize writing skills to compose original blogs posted on clients' websites
- Manage clients' Facebook, Twitter, LinkedIn and Google+ pages to engage target markets

September 2018 – Present

City, State

Abbreviate

Do not use periods

Use for activities you're currently doing

Write results & accomplishments beginning with a present tense or past tense verb

Windows UCrew Representative

Campus Entertainment, Inc.

- Demonstrate initiative to conduct 40 peer-to-peer weekly trials of Windows 8 and other Microsoft products
- Utilize marketing savvy and social networking contacts to circulate marketing materials

September 2017 - Present

High Point, NC

Month & year experience started

Month & year experience ended

Notice the present tense verb

Social Media Intern

Trone Brand Energy

Notice the past tense verb

- Researched news stories and trending topics relevant to clients' industries
- Composed innovative newsletter content to effectively engage clients' target market and improve revenue
- Utilized iMovie, Photoshop and Illustrator to create an impactful client videos

May 2018 - September 2018

High Point, NC

Special Events Coordinator

Southeastern Panhellenic Conference

- Created professional rapport with colleagues to create a central theme and select speakers
- Coordinated and facilitated a successful silent auction raising over \$5000.00
- Developed and delivered a philanthropic speech to over 3,000 women

March 2016

Atlanta, GA

Use numbers, when possible, to quantify your experience

LEADERSHIP

List your leadership, campus, community and research activities that you are involved with or have completed from most recent to oldest

Your Position

Club or Organization

- *List 2-3 statements that focus on results or skills developed*
- *Example:* Utilized strong leadership skills to oversee and operate the Panhellenic Executive Board
- Acted as a liaison and representative for HPU's Greek Life and the community

January 2015 - March 2016

City, State

Abbreviate

Write results & accomplishments beginning with a present tense or past tense verb