**Joan Student**

555-555-5555 • email@gmail.com • LinkedIn URL

**Entry Level Marketing Officer**

* Highly motivated, organized, and efficient recent college graduate.
* Strong leadership and problem-solving abilities.
* Excellent track record in customer relationship management.
* Proficient in social media management.

**Education and Skills**

**Old Dominion University • Norfolk, VA (May 2017)**

Bachelor of Science, Organizational Communication • Major GPA: 3.25/4.0

**Related Course Work**

Communication Analysis • Labor Management Relations

New Media Technologies • Communication and Conflict Management

Marketing Principles and Problems • Public Relations Writing

**Relevant Marketing Experience**

**Coffee Achievers, Inc. • Norfolk, VA (January 2016 – May 2016)**

**Marketing and Public Relations Intern**

* Planned, developed, and published all informational materials, press kits, and advertising programs.
* Developed marketing presentations and advertising programs to increase community  awareness of Coffee Achiever’s brand.
* Coordinated all public relations meetings and events, including related press releases and  event announcements.
* Managed Twitter and Facebook accounts.

**Sunnyside Golf Course • Norfolk, VA (May 2015 – December 2015)**

**Server and Event Staff**

* Communicate effectively with staff/guests to ensure that guests receive high quality service and an overall positive experience.
* Responsible for cash received and making deposits.
* Increased sales 10% in six-month period through suggestive selling.

**Activities**

* **Alpha Phi**, Director of Scholarships (2015-2016)
* **National Honor Society**, Member (2015-2016)
* **Big Brothers/Big Sisters of** **Norfolk, VA** Volunteer/Mentor(2015-2016)