**GENERAL STUDENT**

123-123-1234 | youremail@email.com | www.linkedin.com/in/yourname

**EDUCATION**

United States University San Diego, CA

Bachelor of Arts in Management, Concentration in Business Intelligence Expected Month 20XX Overall GPA 3.XX/4.00

**RELEVANT COURSE PROJECTS**

**Project Management & Strategic Analysis**

* Collaborated with a group of three classmates to design a project campaign for a client in San Diego
* Presented final product and analysis to client using PowerPoint and data collected from surveys

**Database Management & Consumer Metrics**

* Participated in a group project to digitize and sort incoming customer data for a local marketing agency
* Consolidated data into spreadsheets and forecasted upcoming consumer trends using Microsoft Excel

**RELEVANT EXPERIENCE**

**Hoffstetter Law Firm**  San Diego, CA

*Office Assistant* June 2018 - Present

* Design firm’s internal monthly newsletter in Mailchimp and distribute electronically to staff and clients
* Update firm’s website with new information, forms, and links to useful legal resources
* Direct calls through a multi-line phone system to appropriate personnel in order to maintain clear communication between clients and more than 30 staff attorneys
* Organize legal documents by attorney and client in order to increase efficiency in record keeping
* Maintain client confidentiality during phone, email, and verbal communication

**COMPUTER SKILLS**

* Advanced proficiency in Adobe Suite, Flash, Prezi, Mailchimp, Microsoft Word, and PowerPoint
* Intermediate proficiency in Microsoft Excel, Access and QuickBooks

**LEADERSHIP ACTIVITIES**

**San Diego County Humane Society**

*Community Development Volunteer*

* Increase awareness of new initiatives and donation parameters within the local San Diego County area
* Design brochures, t-shirt graphics, and flyers to market upcoming events to the community
* Developed a new brand for the Humane Society by assessing core values and creating website material

**Rancho Bernardo High School**

*School Fundraising Committee Member*

* Coordinate up to 5 fundraisers each year, yielding more than $25K in funds for underprivileged youth
* Manage more than 40 participants by delegating tasks and keeping events on schedule

**ADDITIONAL EXPERIENCE**

**Dee’s Restaurant** San Diego, CA

*Waiter and Hostess* May 2016 – Present

* Determined customer needs through active listening and attention to detail
* Trained 14 new employees in proper customer management and company procedures to ensure a consistent customer experience