

# Jane Smith

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## Objective:

To find a position where I can utilize my skills and talents to succeed and advance

## Education:

UCLA, 2015

California High School, 2011

B.A., Marketing  
High School Diploma

## Work Experience

### **Boutique Store**

*Sales Assistant*

L.A., CA  
2011-2015

- Welcomed customers and assisted them when needed
- Organized the store and kept the shop floor clean
- Helped with ordering and deliveries
- Received 'Sales Assistant of the Year' plague in 2012 and 2014

### **Firm One**

*Marketing Intern*

L.A., CA  
Summer 2014

- Responsible for handling all the company's social media accounts
- Researched ways to increase follower count on social media
- Responsible for proofreading company's marketing materials
- Gave my ideas in group brainstorming sessions

### **Firm Two**

*Marketing Intern*

L.A., CA  
Summer 2013

- Helped the Marketing Team with whatever they needed
- Responsible for writing the company blog
- Represented company at trade shows and events

### **Firm Three**

*Intern*

L.A., CA  
Summer 2012

- Performed general administrative duties
- Maintained marketing database of clients and contacts
- Responsible for managing the company FaceBook page

## Interests:

Swimming, playing guitar, walking my dog, and cooking. I am very sociable and have a wide circle of friends. Go Bulls!

## References:

Available upon request