**First Name Last Name**

**City, ST XXXXX** (state and zip code)

**Phone |** **Email**

**Summary of Experience**

* MBA graduate student; relevant coursework includes Leading Organizations, Strategy Foundations, Accounting, and Business Analytics
* Undergraduate degree in Communications with coursework in Media Writing, Digital Video, and Digital Photography; academic and professional experience writing press releases and scripts
* Two years of marketing experience coordinating social media campaigns; used Facebook, Instagram, YouTube, and Twitter platforms
* One year of customer-facing experience in a high-activity environment and served over 100 customers per day; successful in dealing with diverse customers and providing strong customer satisfaction
* Software skills include Microsoft Office Suite, Adobe InDesign, Photoshop and Final Cut Pro X; social media experience includes Facebook, Twitter, YouTube, and Instagram

**Education**

**University of Colorado Denver, Business School, Denver, CO, XXXX**

Master of Business Administration (MBA); Expected Graduation August 2019, X.X GPA

**College, City, ST**, **Month 20XX**

Degree, Major, X.X GPA

**Professional Experience**

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Participated in social media development for a startup medical device company focused on patients who suffered from knee pain
* Updated Facebook and Instagram accounts and developed tweets for a new Twitter campaign; increased Facebook page likes by 71%
* Wrote press releases and scripts; edited over ten product videos for corporate YouTube channel

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Worked in a $10K revenue per-day retail store and provided services for up to 100 customers each day; consistently met sales goals and increased personal sales by 75%
* Served as team-lead for closing duties that included stocking, inventory, and receipt reconciliation
* Trained 12 team members on sales and customer service policies; mentored new team members

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Led an event promotions team of 15 people; events included concerts and musical artist parties
* Sold event tickets and managed relationships with over 20 venues and transportation vendors

**Community Service and Academic Activities**

**Habitat for Humanity, City, ST, Volunteer, Month 20XX – Present**

**American Red Cross, City, ST, Volunteer, Month 20XX – Month 20XX**