

Name

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EDUCATION

Farmingdale State College, Farmingdale, NY

Bachelor of Science in Business Management, Expected May 20XX

- **Relevant Coursework:** Marketing Principles, Management Theories & Practices, Marketing Analytics, Social Media Marketing
- **Academic Recognition:** President's List, GPA 3.8

Suffolk County Community College, Selden, NY

Associate of Science in Business Administration, May 20xx

- **Academic Recognition:** Dean's List, GPA 3.5

RELEVANT EXPERIENCE

Lessing's, Inc., Great River, NY

Marketing Intern, Sep 20XX - Dec 20XX

- Supported marketing team to plan, develop and execute marketing initiatives.
- Implemented SEO techniques, resulting in an 11% increase in website traffic over three-month period.

WNCR Media, St. James, NY

Field Marketing Agent, Apr 20XX - Mar 20XX

- Developed and implemented marketing strategies to promote products and services.
- Optimized marketing and sales campaigns leading to 5% increase in 2023 client base.
- Created engaging and persuasive copy for marketing materials to be used with clients.

ADDITIONAL EXPERIENCE

Best Buy, Smithtown, NY

Sales Associate, May 20XX - Jan 20XX

- Consistently exceeded monthly sales targets by 10% through effective upselling.
- Demonstrated in-depth product knowledge, facilitating informed customer decisions.
- Managed opening and closing procedures, ensuring accurate handling of cash transactions.

COMMUNITY INVOLVEMENT

Habitat for Humanity, Bay Shore, NY

Volunteer, Apr 20XX - May 20XX

- Collaborated with team of volunteers to build homes for families in need, contributing over 50 hours of service.
- Participated in community outreach initiatives, promoting Habitat's mission and recruiting volunteers.

SKILLS SUMMARY

Technical Skills: MS Word, PowerPoint, Excel, Access, Adobe Photoshop, Illustrator

Social Media: Instagram, Twitter, Facebook, LinkedIn

Soft Skills: Communication, Collaboration, Critical Thinking, Leadership

Languages: English, Spanish

CERTIFICATIONS

Digital Marketing Professional (CDMP), Sep 20XX