

John Doe

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Houghton, MI 49931

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456 Another Road
Houghton, MI 49931

OBJECTIVE

To obtain a co-op or internship position in the field of Marketing

EDUCATION

Michigan Technological University
BS Marketing with a Certificate in Media
GPA: 3.81

Houghton, MI
Expected May 2016

- Working 30+ hrs./week with full-time academic course load

INTERNSHIP EXPERIENCE

Michigan Technological University
Career Services Intern

Houghton, MI
May 2013 - Present

- Design, develop, and implement promotional material for Career Fair
- Designed the Cooperative Education Handbook material utilized by all co-op students
- Modified department website using CMS system
- Created and assembled documents for the Annual Corporate Advisory Board Meeting
- Produced informational and promotional PowerPoint presentations to benefit corporate partners
- Maintain daily customer service and business operations
- Provide numerous and diverse administrative support services for Career Services professionals

Michigan Technological University
Athletic Marketing and Promotions Staff Intern

Houghton, MI
Mar 2013 - Present

- Develop and facilitate promotional games and activities for the Athletic Marketing Department during all home athletic events
- Interact with customers to enhance the atmosphere and experience for fans at sporting events
- Control and regularly update Michigan Tech Athletics numerous and diverse social media sites

LEADERSHIP / PROJECT EXPERIENCE

Design Editor of the Michigan Tech Lode Newspaper

Sept 2012 – Present

- Plan, organize, and design student newspaper textual and visual layout
- Design advertisement for outside companies and organizations
- Manage designers for the printed production of the University's weekly newspaper

Produce the 2013 & 2014 Winter Carnival Pictorial

- Operate under a strict deadline with a small group to design and produce the 60 page pictorial of Winter Carnival Events to be sold to students, alumni and the community

Michigan Technological University LeaderShape™

- Invited participant of nationally recognized leadership development program

WORK HISTORY

- Fitness Center Attendant, Michigan Technological University, Houghton, MI Sep 2012 - May 2013
- Receptionist, Hartland Insurance Agency, Hartland, MI May 2012 - Aug 2012
- Secretary, Leedle Chiropractic Clinic, Hartland, MI Sep 2011 - Dec 2011
- Seasonal Employee, Spicer Orchards, Fenton, MI Seasonal Fall 2010 – 2011
- Summer Nanny, Seasonal Summer 2008-2012

COMPUTER SKILLS

Adobe Photoshop • Adobe Illustrator • InDesign • MS Office Suite