**FIRST NAME LAST NAME**

Sarasota, FL [email@gmail.com](mailto:email@gmail.com)

(111) 111-1111 Portfolio Link

**EDUCATION**

**Florida Southern College**, Lakeland, FL

*Bachelor of Science in Communications*, Expected Graduation May 2021

* Concentrations in Digital Media and Advertising & Public Relations

Minor: Graphic Design

GPA: 3.3/4.0

**INTERNSHIP EXPERIENCES**

**Florida Southern College Admissions Office**, Lakeland, FL

*Social Media Intern*, Fall 2019 – Present

* Bullet Statement = (Action Word + Task) + Result
  + Example Bullet Statement: Managed (Action Word) social media profiles that include Facebook & Instagram (Task), increased online engagement by 35% in one month (Result)
* Use 2-4 bullets to write statements that highlight relevant skills and accomplishments

**Curious Jane**, Lakeland, FL

*Intern*, Summer 2019

* Bullet Statement = (Action Word + Task) + Result
  + Example Bullet Statement: Collaborated (Action Word) with the team to solve problems in a fast pace environment (Task), ensuring deadlines where met and clients satisfied (Result)
* Use 2-4 bullets to write statements that highlight relevant skills and accomplishments

**RELATED EXPERIENCES**

**Interlaken (FSC Magazine)**, Lakeland, FL

*Layout Editor*, Fall 2017 – Spring 2018

* Bullet Statement = (Action Word + Task) + Result
  + Example Bullet Statement: Reviewed (Action Word) multiple documents (Task), identifying issues and providing constructive feedback to the writers (Result)
* Use 1-3 bullets to write statements that highlight relevant skills and accomplishments

**ADDITIONAL EXPERIENCES**

**Florida Southern College**, Lakeland, FL

*Computer Lab Assistant*, Spring 2017 – Present

**Aim for Success**,Orange Park, FL

*Office Assistant*, Fall 2017 – Spring 2018

**CAMPUS INVOLVEMENT**

**Sigma Alpha Epsilon** **Fraternity**

*Member*, Fall 2017 – Present

**Hillel (Jewish Student Organization)**

*Member*, Fall 2017 – Present

**Multicultural Student Council**

*Member*,Fall 2017 – Present

**American Advertising Federation**

*Member*,Fall 2017 – Present

**SKILLS**

**Social Media:** Advanced in Hootsuite, Twitter, Facebook, Instagram

**Computer Skills:** Advanced in Adobe InDesign & Premier; Microsoft Word & PowerPoint; Google Docs, Sheets, & Slides – Intermediate in Microsoft Excel; Adobe Photoshop

**Key Skills:** Creative thinking, problem solving, organization, working in a team environment, time management