

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Marketing Project Coordinator Intern - Company / Location

MONTH YEAR - Present

- Assisted the marketing team with developing, initiating, and implementing marketing solutions for product launches and client problems.
- Collaborated with other interns on ideas for addressing specific problems before bringing them to the project coordinators.
- Documented the progress of a project in project management software to organize project meetings.
- Ensured quality control of all products under the supervision of the senior marketing project coordinator.

### Construction Worker - Company / Location

MONTH YEAR – MONTH YEAR

- Assisted with pouring concrete for various projects like sidewalks, driveways, and more.
- Worked closely with the project coordinator to understand what needs to be done and the projected timeline.
- Abided by all safety regulations to ensure no accidents occur at the worksites.
- Ensured quality control for all materials that were going into a construction product to ensure it lasted for its lifespan and wasn't a danger to anyone.

### Project Experience

- Increased a Customer's Revenue with Rebranding:** During my time as an intern, I assisted in developing a project to help rebrand a company which would, in turn, increase their revenue by 40% over several months.

## Education

### Bachelor's Degree in Business Administration - University of Alabama

MONTH YEAR

- GPA: 3.8
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Project management software ([Asana](#), etc.)
- Budgeting
- Reporting and documentation
- Report analysis
- Excellent written and verbal communication

## Licenses & Accreditations

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- Certified Associate in Project Management ([CAPM](#))