

Jane Doe

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EDUCATION:

University 1

Graduation date, May 2023

Bachelor of Arts in Political Science

GPA 3.90

Dean's List (August 2019-May 2023)

SKILLS

Computer: **Microsoft Suite, SPSS**, Google Docs

Social Media Content Creation

Web Based Design

Qualtrics

RELEVANT EXPERIENCE:

Student Research Assistant

August 2022-May 2023

- Used SPSS to conduct risk ratio analysis.
- Wrote white paper on racial disparity in school disciplinary policies in local counties.
- Presented research findings.
- Aided director miscellaneous research and administrative tasks.
- Created and maintain contact database.
- Wrote reports for various policy initiatives.

Intern, Marketing LLC

July 2021-August 2021

- Utilized Canva to create social media content for Facebook and Instagram
- created marketing pitches.
- Planned and designed social media calendars to maintain coordination of Facebook and Instagram content.
- Recorded data entry of potential social media targets on Google sheets.
- Researched potential target consumers, investors, and influencers.

LEADERSHIP AND ACTIVITIES:

Volunteer, College Campus Pantry

April 2022-May 2023

- Sorted and organized food donations upon request.
- Responded to student inquiries about pantry resources in person and by phone.

Editor In Chief, College Magazine

August 2022-May 2023

- Coedited Student submissions.
- Utilized Adobe InDesign to design magazine layout.
- Collaborated with fellow editors to decide the creative direction of the magazine.