

# Divya Careers

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · linkedin.com/in/yourname

## OBJECTIVE

Obtaining Summer Marketing Internship position at Deckers Outdoor Corporation.

## EDUCATION

University of California, Riverside

June 2021

**Bachelor of Science, Business Administration, Marketing Emphasis**

## RELEVANT COURSEWORK

- Financial Evaluation, Marketing Management, Strategic Analysis

## MARKETING EXPERIENCE

The Highlander Newspaper, UC Riverside

**Advertising Account Executive**

June 2019 – Present

- Manage more than 100 clients and their advertising needs.
- Design advertising campaigns and marketing related plans utilizing AdPro software.
- Create and work with designers using Adobe software to develop effective advertisements.
- Raise approximately \$3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA

**Advertising Intern**

July 2018 – September 2019

- Provided customer support for accounts including Hilton, Jenny Craig and Southern California Edison.
- Collaborated with a variety of departments including Account Management, Public Relations and Finance.
- Prepared briefs, PowerPoint presentations, competitive reports and presentation boards.
- Delivered critical support during production of Jenny Craig commercials and Toshiba online media videos.

Strategic Analysis course, UC Riverside

**Global Challenge Business Simulation Project**

March 2018 – June 2019

- Forecasted markets, implemented new technology initiatives, maintained budget and managed production.
- Achieved the Warren Buffet Award denoting the highest cumulative shareholder return and stock price.

## LEADERSHIP EXPERIENCE

Delta Sigma Pi, UC Riverside

**Vice President**

September 2018– June 2019

- Established a mentor program in which members' partner to provide tutoring and offer personal support.
- Developed online server to upload and share notes and readings from all classes taken by members.

TOMS Club, UC Riverside

**Member**

September 2016 – June 2017

- Fundraised and created awareness to support projects and companies that help those less fortunate.
- Assisted in managing events and programs for the club.

## WORK EXPERIENCE

Bob's Big Boy, Riverside, CA

**Server**

January 2016 – August 2016

- Provided excellent customer service in a fast paced environment.
- Maintained cashier drawer and ensured accurate daily cash records.

## SKILLS

**Computer:** Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio

**Social Media:** Instagram, Facebook, Twitter, Snapchat

**Language:** Trilingual in English, Hindi, and Bengali