

# Name Goes Here

email@emailaddress.com

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## OBJECTIVE

To obtain a full time position where I can utilize and continue to grow my current portfolio and skills in marketing and advertising.

## EDUCATION

Millersville University, Millersville, PA

**Bachelor of Science in Business Administration, May 2008**

Concentration: Marketing GPA 3.05/4.0

## EXPERIENCE

**Account Executive Intern, October 2007- Present**

Stoner Bunting Advertising Agency, Account Executive Department

- Convey client projects to creative department using tactical briefs
- Help clients convey their message and brand image to desired audience
- Create and implement yearly print media schedules for national clients
- Direct involvement in numerous aspects of consumer, trade, and retail advertising
- Experience with multimedia and interactive projects, business to business gift card programs, and event planning

**Commercial Real Estate Marketing Intern, May 2007- August 2007**

CB Richard Ellis Group, Research and Marketing Department

- Designed and produced flyers, brochures, postcards, HTML e-mail campaigns, and press releases
- Research real estate market to determine potential clients and identify competition
- Extensive use of Photoshop, In Design, and CMS web design
- Composed and designed Market Reports used internally and externally

**Marketing Intern, September 2006- May 2007**

Millersville University Communications and Marketing Department

- Media consulting and placement
- Designed, submitted and verified placement of ads
- Formulated and implemented marketing plans
- Experienced working with various advertising media
- Collaborated with graphic artists
- Worked in a fast paced environment with tight deadlines

## COMPUTER SKILLS

Photoshop

Microsoft Outlook

In Design

Microsoft Word

CMS web design

Microsoft Excel

## ACTIVITIES

Student Business Association

Phi Theta Kappa (International Honor Society of Two-Year Colleges)

Represented Millersville University at 2007 Lancaster Chamber of Commerce Business Expo

References available upon request