

Catherine Smith

(123) 123- 1234 ♦ catherine.smith@mail.com ♦ linkedin.com/in/catherinesmith/

SUMMARY OF QUALIFICATIONS

- Flexible team player able to collaborate with others to achieve time-bound goals
- Excellent organizational and self-motivational skills able to handle multiple tasks
- Proven ability to quickly and accurately learn various forms of technology and software
- Dedicated to creating a friendly environment by demonstrating superb leadership skills
- Strong verbal and written communication skills in both English and French

EDUCATION

Bachelor of Arts in Communication

California State University Channel Islands, Camarillo, CA

May 2020

Study Abroad: Universities of Paris, Paris, France

California State University Study Abroad Consortium

July 2018-July 2019

WORK EXPERIENCE

Public Relations Intern

Aera Energy Services

Camarillo, CA

Feb 2019-Present

- Research trends and most popular topics for the writers
- Assist in the development of programs to maintain favorable public view
- Take responsibility for articles from start to finish and created well-written content

Social Media Intern

Live Nation

Los Angeles, CA

May 2019-Aug 2019

- Managed social media presence and complete daily social media outreach
- Created promotional social media campaigns to engage users and build followers
- Worked with the marketing team on day-to-day basis for multiple clients/partners

PROFESSIONAL DEVELOPMENT

Event Planning Chair

The Communication Club

Camarillo, CA

Aug 2017-May 2018

- Planned events including graphics for flyers and communication of event to members
- Supervised all aspects of event planning meeting strict deadlines and budget demands
- Built relationships with vendors and coordinated all aspects of event details to venues