

Howard Jones

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SUMMARY OF QUALIFICATIONS

- Customize 3-4 bullet points for this section based off the job ad
- Versatile marketing professional specializing in copywriting, media planning, and building professional relationships
- Over 5+ years' combined experience in marketing, programming and instruction with global partners

EXPERIENCE

Media Intern | Xcellent Advertising, Huntington Beach, CA February 20XX – Present

- Wrote original radio scripts airing nationwide on SiriusXM and revised existing marketing copy for website and sales brochures
- Composed new articles for company blog resulting in increased clickthrough rate (CTR) on Google AdWord campaign from 0.07% to 6.74%.
- Negotiated with sales reps to purchase \$40,000 worth of radio media monthly
- Prepared Keynote presentations updating clients on campaign performance
- Monitored media and trade serials to generate sales leads. Initiated contact with potential clients through cold calls and emails

Graduate Researcher and Instructor | University of California, Irvine September 20XX – March 20XX

- Provided timely, detail-oriented feedback on up to 500 total pages of undergraduate writing per 3-month period
- Edited and proofread graduate research projects (up to 50 pages each)
- Developed presentations, speeches, handouts, and activities to clearly communicate knowledge and guidelines
- Achieved superior scores in each aspect of standardized evaluation.
- Independently synthesized complex information into insightful written commentary, ranging from one to 30 pages per project
- Adapted messages to reach diverse audiences. Delivered on deadline

Sales Assistant | Bob's Disposal & Recycling Services, Fallbrook, IL September 20XX – August 20XX

- Facilitated communications between mobile sales team, garage facilities, and main office
- Provided internal support for resolving scheduling and supply chain challenges between departments.
- Drafted letters regarding contract enforcement and price increases
- Prepared contracts
- Provided effective and efficient customer support in fast-paced environment
- Assumed primary fleet dispatcher and receptionist duties in relief of staff

New Student Programs Coordinator | Office of the Dean of Students, University of Illinois August 20XX – August 20XX

Collaborated to organize 50 hours of PR training for 31 employees. Directly managed 10-member team.

Collaborated to write and revise informational handouts distributed to 20,000 total attendees.

Delivered introductory presentations to new students and parents (100 to 800 per audience).

EDUCATION

University of California, Irvine | **Master of Arts, English**

June 20XX

University of Illinois at Urbana-Champaign | **Bachelor of Arts, English and Philosophy**

May 20XX

SKILLS

Software: Microsoft Office Suite, Google Suite, Angel, Adobe

Language: Fluent in oral and written Spanish