**Ernie Eagle**

123 Everywhere Lane, Anywhere, VA 12345

(540)123-4567 | [eeagle@mail.umw.edu](mailto:eeagle@mail.umw.edu) | LinkedIn.com/in/ernieeagle

**EDUCATION**

**University of Mary Washington**, Fredericksburg, VA

Bachelor of Science in Business Administration, May 2019

Cumulative GPA: 3.5 Major GPA: 3.8

Honors: Dean’s List: Spring 2016, Fall 2016, Fall 2018

**EXPERIENCE**

*Front Desk Associate and Marketing Intern* May - August 2018

**History Museum**, Fredericksburg, VA

* Managed social media platforms, including developing and posting engaging content, responding to social media inquiries, and promoting events hosted by the museum
* Created advertising content that was shared across multiple social media platforms, as well as in printed marketing materials
* Addressed questions and concerns of visitors, assisting with navigation of museum, and maintaining an organized and welcoming front desk

*Social Media Intern* May - August 2017

**Political Campaign**, Fairfax, VA

* Crafted social media strategy and developed press releases and social media content that was shared on multiple social media platforms
* Promoted speaking and fundraising events for the campaign
* Analyzed social media analytics, and identified opportunities to more effectively promote the campaign

*Student Caller* August 2016 – August 2017

**University of Mary Washington Advancement Office, Annual Giving**, Fredericksburg, VA

* Procured alumni donations for University funds
* Catalogued and validated alumni contact information
* Tailored specific marketing to clients based on demographic

**ACTIVITIES AND VOLUNTEER WORK**

*Volunteer*, **Regional Food Bank**, Anywhere, VA, Fall 2015 – Present

*Ambassador*, **University of Mary Washington Giving Day**, 2016, 2017, 2018, 2019

*Member*, **College of Business** **Dean’s Advisory Board**, Fall 2017 – Fall 2018

**SKILLS**

* Languages: Bilingual in English and Spanish
* Technical/Computer: Proficient in Wordpress, Hootsuite, and Microsoft Office, Social Media (Instagram, Facebook, Twitter)