

ERNIE EAGLE

Anywhere, VA 12345

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EDUCATION

University of Mary Washington, Fredericksburg, VA
Bachelor of Science in Business Administration, May 20xx
GPA: 3.5
Dean's List: last four semesters

EXPERIENCE

Front Desk Associate and Marketing Intern Summer 20xx

History Museum, Fredericksburg, VA

- Managed social media platforms, including developing and posting engaging content, responding to inquiries, and promoting events and fundraisers
- Created advertising content that was shared across multiple social media platforms, and in printed marketing materials with a circulation of 300K
- Provided high quality customer service to visitors by addressing questions and concerns, assisting with navigation of museum, and maintaining an organized and welcoming front desk

Social Media Intern

Summer 20xx

Political Campaign, Fairfax, VA

- Assisted with development of press releases and social media content shared on multiple social media platforms
- Organized and promoted speaking and fundraising events for campaign
- Monitored social media analytics, and identified opportunities to more effectively promote the candidate

Host

August 20xx – August 20xx

Amy's Cafe, Stafford, VA

- Responsible for point-of-sales transactions, and ensuring that host station was clean and presentable
 - Provided a high level of customer service as part of a team and when working alone
 - Maintained knowledge of menu items, including seasonal items and specials
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ACTIVITIES AND VOLUNTEER WORK

Volunteer, **Regional Food Bank**, Anywhere, VA, Fall 20xx – Present

Ambassador, **University of Mary Washington Giving Day**, 20xx-20xx

Member, **College of Business Dean's Advisory Board**, Fall 20xx– Fall 20xx

SKILLS

- Languages: Spanish (native speaker)
- Technical/Computer: Proficient in Wordpress, Hootsuite, and Microsoft Office