

Isabel International

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EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

May 20XX

Majors: **International Business and Marketing**

American University in Rome - Semester abroad

Fall 20XX

Travel Study Program, Germany and Paris

Spring 20XX

PROFESSIONAL EXPERIENCE

Estee Lauder, Bobbi Brown Marketing Department, Paris, France

Marketing Intern

June 20XX-July 20XX

- Promoted new product line at large events held at the Galeries Lafayette department store
- Assisted makeup artists with tester orders for the recently launched Bobbi Brown brand in France
- Provided administrative, secretarial and ordering support in French and English
- Attended boutique inaugural functions as well as promotional business dinners as a member of brand launch team
- Developed and maintained spreadsheets relating to human resources, budgets and current fiscal year data
- Participated in the development of promotional visuals for upcoming make-up collections

Slane & Slane, Jewelry, Manhattan, NY

Marketing and Sales Intern

June 20XX-July 20XX

- Set up a database of all organizations and companies distributing and selling the company's jewelry collection to assist in tracking sales performance
- Established and updated a database of all the brand credits and magazine appearances of the company's products
- Assisted in developing new design ideas and worked on launch boards for future jewelry pieces
- Handled administrative and secretarial duties on an as needed basis

ADDITIONAL WORK EXPERIENCE

La Salle Business Administrative Office, *Administrative Assistant*

August 20XX- Present

- Greet office visitors and answer questions or direct students, faculty and staff to the appropriate office
- Complete special projects, from reorganizing digital office files to streamlining the appointment check-in process

Tamarack Country Club, *Bartender*

May 20XX-August 20XX

- Created and distributed drinks for special events, weddings and private parties
- Served more than 100 guests per shift, preparing standard orders and accommodating custom requests

ON-CAMPUS LEADERSHIP & VOLUNTEER EXPERIENCE

Alpha Sigma Tau Sorority, *Vice President of Organizational Development*

August 20XX-Present

- Fundraise a little over \$4,000 last year to benefit the Women Against Abuse walk
- Dedicate 7-10 hours each semester to volunteer in various community service events
- Manage the Alpha Sigma Tau Instagram account and engage with new and current members

National American Marketing Association, *Member*

Girls on the Run, *Volunteer*

SKILLS

Computer: Microsoft Office (Word, Excel), Adobe (Photoshop, Illustrator), WordPress, Google Drive (Sheets, Sites)

Language: Proficient in French and Elementary Italian