

Entry Level Resume

**FirstName LastName**

Location, TN (123) 123-4567 Firstname.lastname@email.com

**Objective**

Seeking entry level position in marketing with reputable company and opportunity for growth and development.

**Education**

**University of Tennessee** Pulaski, TN May 2019

**Bachelor of Arts in Communication**

*Concentration in Social Media*

- Graduated with high distinction

**Relevant Projects**

**Senior Capstone Project, University of Tennessee** Spring 2019

- Developed communications and social media plan for startup company, *StartUp*
- Researched social media platforms and developed content to drive visitors to new website
- Increased website traffic by 20%

**Experience**

**Sally's Smoothie Shop** Chattanooga, TN January 2019 – Present

*Associate*

- Make smoothie drinks for over 100 customers daily
- Maintained an error rate less than 1% for cash transactions
- Handle customer complaints promptly and professionally
- Maintained social media page for company including Instagram, Facebook, and Twitter

**Waldo World** Knoxville, TN Summers 2016 – 2019

*Stocking Associate*

- Used scanner to scan inventory in stock room
- Stocked 4 departments nightly using pallet jack, r
- Met stocking goals nightly

**Swim School** Martin, TN Summers 2014-2015

*Lifeguard*

- Certified in CPR and First Aid
- Ensure all visitors adhere to safety guidelines
- Maintained 100% safety award for lifeguarding...?

**Volunteering**

**Key Club President** Memphis, TN 2018-2019

- Oversaw the Key Club meetings and contributed to community projects