

Jannae Higgins

Jannae Higgins

123 Your Street
Boston, MA 12345

[123.456.7890](tel:123.456.7890)

JannaeHiggins@myemailaddress.com

Objective

To obtain an internship in the marketing department of a technology company.

Education

Bachelors of Arts in Marketing & Digital Advertising

Emerson University, BOSTON, MA

Degree Completion In Progress

SEPTEMBER 2019 – CURRENT

Professional Experience

Office Assistant / Balloon Zoo

JUNE 2017 – SEPTEMBER 2018, BOSTON, MA

- Developed a marketing plan to be used for the purpose of acquiring SBA financing
- Managed files following ARMA recordkeeping standards
- Built and managed the BalloonZoo.com website
- Added coding to content on the Balloon Zoo website to ensure optimum placement with search engines

Key Skills

- Marketing Plan Preparation
- Accurately Filing Office Documents
- Website Building
- Coding and HTML
- Interpersonal Communication
- Great Attitude
- Ability to Listen and Follow Directions
- Leadership Skills

Honors

- President of the Emerson University, Fencing Club
- Treasurer of the Emerson University, Student Philanthropist's Club