

Management Resume Example

Lily Wilson

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EDUCATION:

University of California, Merced
Bachelor of Science, Management

Merced, CA
Expected Graduation May 2016

PROFESSIONAL EXPERIENCE:

UC Merced, Office of Student Life
Office Assistant Student Intern

Merced, CA
August 2013- Present

- Assisted up to 30 people a day with questions, appointments, or room reservations
- Responsible for properly checking out the department's high value media equipment to all clubs and organizations for marketing and events
- Organized the department's mail and paperwork

Toyota

Product Marketing Intern

Los Angeles, CA
May 2013 – August 2013

- Created two advertisement campaigns for the 2012 Hybrid
- Assisted in the development of five marketing advertisements for the 2012 annual summer specials for Hybrid, Lexus, Scion, Camry, and Corolla using Photo Editor
- Increased media traffic by 35% on Facebook, and gained 150 more followers on Twitter

LEADERSHIP EXPERIENCE:

Delta Zeta Alpha
Vice President of Public Relations

Merced, CA
August 2013 – Present

- Directed monthly team meetings and supervised 10 officers
- Planned two fundraising events to help raise supplies for blind organizations
- Executed marketing strategies via social media and community outreach

SKILLS:

- Proficient in Microsoft Word, Excel, and PowerPoint
- Familiar with Photoshop, FotoFlexer, Photo Editor, and Adobe Illustrator
- Knowledgeable in oral and written Spanish and Mandarin Chinese

HONORS AND AWARDS:

Chancellor's List, 2012– 2013