Ima Student

480-965-2350 | careerservices@asu.edu | linkedin.com/school/arizona-state-university

Education

Bachelor of Arts, Communication   May 20XX
Arizona State University, Tempe, Arizona

Experience

Volunteer, South LA Animal Shelter, Los Angeles, California   May 20XX – Current
- Manage social media accounts by regularly posting updates on animals, sharing photos and videos and answering direct messages from community members.
- Maintain a sanitary work environment for staff, pets and visitors.
- Assist with annual fundraisers through social media marketing campaigns, postal service mail campaigns and volunteer recruitment.

Volunteer Coordinator, Day camp, Denver, Colorado   June 20XX – May 20XX
- Oversaw the care of 30+ children ages 5 – 11 years old daily.
- Instructed various educational classes including: first aid, CPR and basic swimming skills.
- Regularly communicated with family members to share their child's progress and achievements.

Childcare Provider, Los Angeles, California   December 2019 – Current
- Care for 3-7 children under the age of 10.
- Assist children with their homework and school assignments.
- Resolve conflict and practice active listening skills.
- Design creative games and activities to foster learning and development for children.

Academic Projects

Project Name, Arizona State University, Tempe, Arizona   January 20XX – May 20XX
- Only include 1-2 projects on your resume that are directly related to the job you are applying for.
- Use 3-4 bullet points to describe the project, your role and the skills you gained.
- Coordinated communication efforts amongst group of 10 peers to ensure data collection was successful.
- Designed and implemented social media marketing campaign using brand storytelling to increase sales.

Certifications

Accenture, Virtual Experience Program on Forage   April 20XX

- Assess and interpret data to improve user experience.
- Create and design social media campaigns and marketing materials to solve clients' challenges.

Skills

- Adobe Creative Cloud
- Audiovisual media and graphics development
- Google Suite
- Microsoft Office Suite
- Spanish language: conversational proficiency
- SQL
- Tableau