

# Jane Smith

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**Current Address:** 8630 Fenton Street, Silver Spring, MD

**Permanent Address:** 2012 Diversity Way, Washington, DC 20002

## EDUCATION

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**University of Silver Spring**, Silver Spring, MD Expected Graduation  
May 2013  
*Bachelor of Science in Business Management (Minor: Marketing)*  
Cumulative GPA: 3.5

## EXPERIENCE

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**Office of Communication, University of Silver Spring**, Silver Spring, MD Fall 2012 – Present  
Social Media Coordinator

- Managed Facebook and Twitter accounts
- Compiled research for various online publications
- Reported and constructed articles for University of Silver Spring's Alumnus publication

**Turner Network Sales**, Atlanta, GA Summer 2012/Summer 2011  
Sales Operations Intern

- Supported Sales Operations, Field Client Services, Business Development, and Multi-Platform Distribution departments
- Generated spreadsheets and a PowerPoint presentation on the data collected for research project; conducted a research project multi-platform distribution for a network campaign

**Office of Student Life, University of Silver Spring**, Silver Spring, MD September 2010 – May 2011  
Office Assistant

- Received and processed appointment requests
- Created work schedules for work-study students
- Revised marketing materials and managed social media marketing for student events via Facebook and Twitter

**GAP, Inc.**, Bethesda, MD June 2007 – June 2009  
Sales Associate

- Greeted and assisted customers; assisted customers with cash and credit purchases
- Increased average add-on sales by 40% during Christmas and holiday seasons (2007, 2008)

## ACTIVITIES / SERVICE

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**United Way**, Human Resources Department, Washington, DC Summer 2010  
Volunteer

- Provided administrative support to Human Resources Manager

**Intramural Sports Club, University of Silver Spring**, Silver Spring, MD Fall 2009 – Present  
President (2011- Present); Vice-President (2010-2011); Financial Secretary (2009-2010)

Manage and schedule on and off campus activities; manage meetings with students, faculty, and regional collegiate representatives; oversee fundraising events to raise capital for new equipment and uniforms

- Helped raise over \$2,000 via on-campus clubs and local community businesses; established partnerships to sponsor future events

## SKILLS

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**Technical:** Proficient with Microsoft Office Suite; social media marketing tools (Facebook, Twitter, and LinkedIn)