

Jane Doe

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EDUCATION

Boston University, Questrom School of Business

May 2017

Major: Bachelor of Science in Business Administration. Concentration: International Management

Activities: Phi Chi Theta Business Fraternity, Delta Delta Delta Sorority, BU Soñando Salsa Performance Team

WORK EXPERIENCE

Kolkata Swasthya Sankalp (KSS), Kolkata, India

September 2008 - Present

Events Coordinator-Volunteer

- NGO that organizes blood donation drives, eye clinics and dialysis treatment for the underprivileged.
- Coordinated fundraisers which included choreographing dance recitals, and hosting auctions.
- Analyzed the standard body composition reports and assisted the doctor during patient diagnostics.

Willow Pharma, Medellín, Colombia

July 2016-August 2016

Marketing Intern

- Designed and planned the outline for the company website.
- Brainstormed and came up with ideas for company vision and mission statements.
- Helped around the office with filing papers and excel sheets for shipments and orders.

UNItiques.com, Boston, USA

June 2015-November 2015

Events Coordinator and model

- Planned textbook drives, Halloween costume swap and other events for the company to attract customers.
- Did photo-shoots for the company in order to help sell the clothes on the website.

Mama Mia!, Kolkata, India

June 2014-August 2014

Operations Manager; Intern

- Managed operations by overseeing the daily functioning of the bakery and dealt with emergencies to ensure smooth running.
- Developed their brand by transferring their menu and cake photos onto tablets for easier order placing methods.
- Provided customer services by taking personal cake orders and suggesting new ideas to improve quality of service.
- Enhanced menu offerings by experimenting with numerous recipes to come up with a new menu for the bakery.

PORTFOLIO:

Please provide some of your previous work details.

SKILLS

Computer: MS Office, Photoshop, Prezi, Python

Languages: English, Hindi, Bengali, Marwari and Spanish.

Basic Photography