

Janice Mcmillian

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EDUCATION

Bachelor of Science Business Administration, Concentration in Marketing
Minor in Spanish Winthrop University Rock Hill, SC

December 20xx

STUDY ABROAD

Universidad, Sevilla (Andalucía), España
Spanish Language and Literature

Fall 20xx

RELEVANT SKILLS

- Efficient computer skills in Microsoft Office
- Budgeting and forecasting in a business
- Social and new media for marketing
- Internet marketing and personal e-profiles
- Print advertising for sales and promotions
- Able to work well with others
- Excellent interpersonal skills
- Leadership ability
- Bilingual (English, Spanish)
- Technical Graphic Design Skills
- Photography and Photo Editing

WORK HISTORY

Beauty Advisor Sans Beauty, Rock, NC

May 20xx – Dec 20xx

- Set up advertising displays or arrange merchandise to highlight sales and promotional events
- Recommend additional and complementary products or services based on information provided
- Ensure all resets and planograms are executed as directed

Intern TV Tac, Fort Mill, NC

Sept 20xx – Nov 20xx

- Photography and editing for promotional events and advertising
- Create and revise advertisement tools
- Develop new methods and ideas for better brand awareness and promotional tools
- Cultivate new ideas and tactics for social media promotions

Intern Creative Springs, Rock Hill, SC

Sept 20xx – Oct 20xx

- Construct advertisement flyers for promotional use
- Maintain communication and viable relations with collaborating companies
- Assist in event coordination

RELEVANT EXPERIENCE

Student Alumni Council – Public Relations Committee

Mar 20xx – Dec 20xx

- Advertise and inform student population about the organizations involvement and purpose
- Converse with student body and draw prospective new members to supplication process
- Interview new applicants and choose qualified new members

DIGITAL PORTFOLIO

- zyairejmari.wix.com/jarita-mcmillian

REFERENCES

Available upon request