

# Jane Smith

## College Freshman

Motivated first-year student pursuing a business administration degree focusing on marketing strategies and event coordination.

### CONTACT



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LinkedIn



Los Angeles, CA

### EDUCATION

June 2026 | Bachelor of Business Administration (BBA)

University of California, Los Angeles

### KEY SKILLS

- Social media marketing
- Team collaboration
- Event planning

### PROFESSIONAL EXPERIENCE

Event Coordinator (Volunteer) | Local Community Center |  
June 2023 – August 2023

- Organized fundraising events, increasing donations by 15%
- Coordinated schedules for 20+ volunteers

Retail Assistant | Trendy Clothing Store |  
December 2022 – May 2023

- Maintained 95% customer satisfaction by providing excellent service