

# Jordan Miller

## Entry-Level Recent College Graduate

Energetic recent graduate with dual majors in Business Administration and Communications. Demonstrated leadership and adaptability through campus roles and internships, seeking an entry-level analyst position to apply strong research and teamwork skills.

## CONTACT



(123) 456-7890



jordan.miller@example.com



LinkedIn | Portfolio



City, State Abbr. ZIP

## KEY SKILLS

- Workshop facilitation
- Content creation & event coordination
- Cross-functional collaboration

## EDUCATION

Bachelor of Science in Business  
Administration &  
Communications  
State University , City, ST | May  
2022

## PROFESSIONAL EXPERIENCE

PEER MENTOR | UNIVERSITY SUCCESS CENTER, CITY, ST  
JANUARY 2022 – MAY 2022

- Guided 15 first-year students through study workshops, improving retention by 20%.
- Developed time-management materials, which were adopted campus-wide.

MARKETING INTERN | BRIGHTSTART CO., CITY, ST  
JUNE 2021 – AUGUST 2021

- Created social-media content that boosted engagement by 30%.
- Assisted in organizing three promotional events, attracting 200+ attendees.