

Pete the Pirate

ASPIRING BUSINESS LEADER

📍 Costa Mesa, CA | 📞 +(123)-456-7890
👤 linkedin.com/in/petethepirate/ | ✉ namesurname@email.com | 🌐 website.com

Motivated and dedicated Business student at Orange Coast College seeking opportunities to apply skills in streamlining processes, increasing efficiency, and contributing to the success of Company XYZ. Eager to gain practical experience and develop expertise in the industry. Currently pursuing an Associate in Science degree in Business and available for internships and projects related to marketing, business analytics, business development, and/or sales.

RELEVANT EXPERIENCE

Company ABC | Business Intern *City, State | Date Range*

- Collaborated with a team of three interns to analyze market trends and customer preferences
- Conducted research on competitors and identified opportunities for business growth
- Assisted in developing social media marketing strategies and content creation to increase brand visibility

Orange Coast College Business Project | Student Group Member *City, State | Date Range*

- Contributed to a student-led business project focusing on developing a marketing plan for a local startup
- Conducted market research, analyzed consumer behavior, and identified target audience segments
- Collaborated with team members to create effective marketing strategies and promotional materials

Orange Coast College Business Club | Member (or Leadership Role) *City, State | Date Range*

- Actively participate in club meetings and events focused on networking and career development
- Engage in discussions on business-related topics and share insights with fellow members
- Attend workshops and guest lectures to enhance knowledge and skills in various business disciplines

EDUCATION

Orange Coast College | Associate in Science | Business Administration *Costa Mesa, CA | Expected May 2024*

Include any awards or honors, relevant coursework, GPA (only if it's above 3.5)

Coursera | Various courses *Online | Jan. 2022 - Current*

List any courses or skill-building courses, boot camps, webinars, professional development, etc.

SKILLS

- Bilingual (English, Spanish)
- Effective communication
- Active listening
- SEO/SEM marketing
- Effective A/B testing
- Adobe creative suite
- Database management
- Statistical analysis
- Excel, SQL, Notion

CERTIFICATES

American Red Cross
First Aid & CPR Certified

Institute of Project Management
Certified Project Manager (CPM)

Secretary of State Facility
Driver's license (Class D)