

FIRST & LAST NAME

Chicago, IL • email@bc.edu • (128) 249-8129 • linkedin.com/in/name

EDUCATION

Boston College; Morrissey College of Arts & Sciences

Chestnut Hill, MA

Bachelor of Arts in Art History and Philosophy | GPA 3.59 / 4.00

May 2026

- Dean's List First Honors
- Benjamin A. Gilman International Scholarship Recipient

Fall 2022, Spring 2023, Spring 2024

Fall 2023

University of Cape Town | Cape Town, South Africa

Fall 2023

Study Abroad Program

WORK EXPERIENCE

Museum of Fine Arts, Boston

Boston, MA

Artful Adventures Ambassador

May 2024 - Present

- Aid in the design and implementation of an art-making activity, specifically designed for each visiting group based on their interests, in combination with gallery exploration to maximize learning
- Design lesson plans and art-making projects for the museum's "MFA for Educators" website, which provides resources for teachers of all disciplines and age groups
- Represent the Museum of Fine Arts, Boston in off-site educational programming, such as the Highland Street Foundation's TADpole 10 and via excursions to Camp Harbor View, to expand the museum's reach and future potential audience
- Lead tours of the museum's collections and oversee related art-making projects utilizing Visual Thinking Strategies to engage visitors in the exhibition

McMullen Museum of Art

Brighton, MA

Student Ambassador

September 2022 - Present

- Create and complete independent projects, such as the planning and execution of educational programming and organizing field trips with local schools, to enhance educational reach of the museum
- Greet patrons and provide them with information about current exhibitions, upcoming events, and the sale of catalogs for current and past exhibitions to establish a welcoming and informative environment
- Represent the McMullen Museum of Art in tabling events throughout the academic year in order to encourage students and community members to visit the museum and attend its events
- Co-chair the Education Committee and sit on the Curatorial Committee to offer the student perspective on projects and events organized by the professional staff

Boston College Neighborhood Center

Brighton, MA

Tutor, Teacher Assistant

January 2022 - Present

- Assist a kindergarten teacher at the Edison K-8 School in Brighton, Massachusetts for one school day a week, facilitating classroom activities such as reading and connecting class curriculum to ongoing exhibitions at the McMullen Museum of Art
- Provide specialized attention to students requiring extra help grasping certain concepts and assignments to ensure the success of all students in the classroom

SKILLS & INTERESTS

Technical: Microsoft Office Suite (PC & Mac), FileMaker Pro, Tesseract, Wordpress, Canva

Language: Conversational Spanish

Interests: Banksy, Salsa Dancing, Mexican Muralism, Youth Art Education

FIRST & LAST NAME

Norwalk, CT | (293) 239-2308 | email@bc.edu

EDUCATION

Boston College, Morrissey College of Arts & Sciences; Chestnut Hill, MA

May 2025

Bachelor of Arts in Communication | GPA: 3.64

Relevant Coursework: Image as Communication, Digital Storytelling, New Media & Society

INTERNSHIP EXPERIENCE

NBCUniversal Media, LLC

Strategic Partnerships Intern; Remote

January 2024-Present

- Participate in weekly brainstorming meetings with the Strategic Partnerships team to develop creative ideas for potential clients
- Manage local social campaigns from insertion to trafficking, measuring performance and reporting results across all three networks (NBC10 Boston area, NECN, and Telemundo Boston)
- Aid in the creation of sales and marketing materials, such as sales presentations and campaign recaps, to boost network viewership
- Support local programming, *The Hub Today*, by creating sales decks for potential clients

Marketing Intern; Hartford, CT

June 2023-December 2023

- Assisted the commercial producer by setting up and timing shoots to help bring clients' visualizations to life
- Generated client specific reports on NBC CT's audience to optimize clients' audience reach
- Prospected potential clients and created sales packages to support the launch of NBC CT's new lifestyle show, *CT Live!*
- Wrote, edited, and proofread scripts for TV commercials to advertise *CT Live!*

Big Sister Association of Greater Boston

Grants Assistant Intern; Remote

June 2024-August 2024

- Researched and compiled information on prospective corporate and foundation donors, including foundation trustees, areas of connections, and past grants awarded, to evaluate donor potential for future outreach
- Covered five match stories that were featured in grant proposals to exemplify the work of the agency and inspire donors
- Wrote a feature about 15 girls on the waitlist to be matched to supplement the marketing team's spring fundraising initiative

Bella Luna Gifts

Sales Intern; Morris, CT

May 2022-December 2022

- Collaborated with manager on vendor selection, customer sales, organization of merchandise, and weekly and monthly financial reports, to ensure smooth business operations
- Organized events, such as Summer Book and Lemonade Fair and a Galentine's Day Party, to draw customers to the store and increase sales

SKILLS

Social Media: Aptivada, Facebook, X, Instagram

Computer: Microsoft Office Suite

First & Last Name

Chestnut Hill, MA | email@bc.edu | (234) 239-1020 | linkedin.com/in/firstname-lastname

EDUCATION

Boston College, Carroll School of Management

Bachelor of Science in Management, Bachelor of Arts in Communication | GPA: 3.90

Chestnut Hill, MA

May 2025

Emerson College

Major in Communication Studies | GPA: 3.89

Boston, MA

Sep 2021 - May 2023

DESIGN & MARKETING EXPERIENCE

The Gavel

Creative Team Manager

Chestnut Hill, MA

Aug 2024 - Present

- Lead Creative Team in weekly meetings to ensure appropriate photos or graphics are assigned to each article after proofing and editing on Wordpress
- Cover a wide range of events on the Boston College campus and in the Greater Boston area, such as athletic games and rising social and political issues, to keep Boston College students informed
- Co-produce reels on The Gavel's work for marketing and promotional purposes

Branding Designer, Marketing Coordinator

Sep 2023 - Jul 2024

- Designed and created all branding and marketing campaigns, collaborating with the rest of the business team on marketing and operational strategies, to increase campus visibility and reader engagement

Boston College Center for Teaching Excellence

Media Marketing Team Leader

Chestnut Hill, MA

Sep 2023 - Present

- Lead marketing projects for the department by coordinating with professional staff and coworkers to develop plans and strategize execution
- Design the marketing campaign, including postcards, posters, brochures, and name cards, to publicize the largest annual event hosted by the Center for Teaching Excellence
- Partner with Media Production Team on tasks such as photo and video shoot set up, interview filming, and file transcoding, to build technical skills and ensure cohesive messaging across media teams

Allied Global Marketing Boston

Field Marketing Intern

Cambridge, MA

Summer 2023

- Collaborated with local businesses and student organizations to coordinate events, such as themed bar nights and advanced movie screenings, to promote client projects among their target markets

Emerson College Atlas Magazine

Head Designer

Boston, MA

Sept 2021 - May 2023

- Designed the color magazine of 60+ pages, crafting the graphic design, layout, and photo shooting to create a professional, visually appealing, and cohesive work
- Published a different edition of the magazine once per semester, distributing 300+ copies each time

TECHNICAL SKILLS

Adobe Creative Suite, Sketch, Final Cut Pro X, Illustrator, InDesign, Lightroom, Canon DSLR/Sony Mirrorless, Microsoft Office Suite, IBM SPSS Statistics

First Last

Winston-Salem, NC • lastf@bc.edu • (123) 456-7890 • linkedin.com/in/first-last1

Education

GRADUATE RESUME

Boston College, Woods College of Advancing Studies, Chestnut Hill, MA
Master of Science in Sport Administration. Certificate in Sports Analytics.

Expected May 2025
GPA 3.7/4.0

Wake Forest University, Winston-Salem, NC
Bachelor of Arts in Communication. Minor in Film and Media Studies.

May 2021
GPA 3.6/4.0

Relevant Experience

Wake Forest University Football, Winston-Salem, NC

January 2022 - August 2023

Assistant Director of Operations and Marketing

- Managed logistics of recruitment for 50+ prospective players, including managing communication, booking travel arrangements, and supporting coaching staff in development of on-campus schedules.
- Trained videographers in Hudl Mercury and operations staff in JumpForward, Slate, daily tasks, and game day procedures to ensure complete and accurate information for coaching staff.
- Assisted in budgetary tracking, cash flow management, and management of electronic purchasing records.
- Designed and created marketing and recruitment posters in Adobe Photoshop.

Wake Forest Campus Recreation, Winston-Salem, NC

September 2020 - May 2021

Marketing Assistant

- Conceptualized and managed social media campaign on Tiktok and Instagram promoting outdoor group classes, resulting in 22% increase in enrollment.
- Designed and edited videos, photos, and graphics for upcoming events in Canva.
- Reviewed website copy for grammatical correctness and alignment with brand standards.

Athletic and Recreation Board of Trustee Committee, WFU, Winston-Salem, NC January 2021 - May 2021

Student Representative

- Participated in monthly committee meetings to evaluate and provide feedback on varsity, club, and intramural sports programs.
- Collected 500+ student signatures in support of proposal for increased club sports offerings and advocated for increased consideration of student input in committee decisions.

Other Experience

Time Warner Cable, Greensboro, NC

June 2021 - January 2022

Sales Assistant

- Provided excellent customer service to potential and existing customers.
- Handled customer inquiries about cable packages and services, resolving issues promptly and professionally.
- Utilized CRM software to track customer interactions and sales data.
- Recognized for highest sales conversion rate on team in November 2021.

Starbucks, Winston-Salem, NC

September 2019 - December 2019

Barista

- Provided exceptional customer service to ensure a positive and memorable experience for all guests.
- Operated cash register (POS system) efficiently, handling all transactions accurately.
- Maintained a clean and organized store environment, ensuring adherence to health and safety regulations.