

JESSICA SMITH

PERSONAL

Name

Jessica Smith

Address

1111 Jefferson Lane
92111 San Diego, California

Phone number

555-123-4567

Email

example@cvmaker.com

SKILLS

Customer Service



Written & Oral Communication



Time Management



Microsoft Office Suite



Multitasking



Organization



Hard-working and dependable college student focusing on earning a Public Relations degree, seeking to join the team at Davis Manufacturing in San Diego as an intern with the marketing department. Extremely competent at answering phone calls, email communication, handling customer complaints, resolving conflict, and multitasking. A proven record with meeting deadlines, organizing files, cloud-based data entry, solving problems, and working unsupervised. Always channels constructive criticism into positive lesson learning and strives to maintain a positive demeanor.

RELEVANT EXPERIENCE

Fulfillment Specialist

Aug 2018 - Present

Spaceley Sprockets & Gears, La Jolla, Calif.

Currently serving as a package fulfillment specialist for Spaceley Sprockets & Gears, a manufacturing company owned by my Uncle David Jones in La Jolla, California.

Working a limited part-time schedule while I complete my third year at the University of California San Diego. Common duties include:

- Answered telephone calls and customer emails and directing inquiries to appropriate departments.
- Scheduling deliveries of products shipping to customers across the United States.
- Organizing packaging supplies, counting inventory, and documenting counts in a cloud-based software program.
- Communicating with delivery companies, signing for parcels, and respecting all vendors.

Yearbook Staff

Jun 2017 - Jul 2018

El Camino High School, Oceanside, Calif.

Was a member of the Yearbook Staff during my Senior year at El Camino High School. Served as the Activities Section Editor. Several duties and responsibilities include:

- Resolving conflict among a team of nine Junior and Senior students.
- Managing and assigning due dates for multiple projects.
- Provided constructive criticism and suggestions to improve the appearance and maintain consistency throughout our yearbook.

EDUCATION

Public Relations

Sep 2020 - Present

San Diego State University, San Diego, California

Entering my third year at SDSU and working on earning my B.A. in Public Relations

High School Diploma

Sep 2015 - Jun 2018

El Camino High School, Oceanside, California

REFERENCES

Rachael Jacobs

On Request

Spaceley Sprockets &
Gears

Herb Stein

On Request

El Camino High
School

Dr. Bobby Jones

On Request

Jones Medical Clinic