

Derrick Sample

123 Runway Rd. Taylors, SC 29687 | 864.123.4567 | derrick.sample@gmail.com
www.DerrickSample.com | [LinkedIn](#)

Social Media Marketing Intern Candidate

PROFILE

- Developed **marketing, branding,** and **public speaking** skills at a liberal arts university
- Proficient in Microsoft Word with experience in Outlook, PowerPoint, Publisher, and certification in Excel
- Experience **writing** and **editing** for classes, campus news, and Career Services department
- Leadership experience gained through peer-leader and University Business Association positions

EDUCATION

B.S., Business Administration | Bob Jones University, Greenville, SC **May 2020**

- Named to Dean's List all semesters in attendance, ultimately achieving a 3.56 GPA
- Completed 130 credits in 3.5 years, graduating *cum laude*

RELATED EXPERIENCE

Intern | BJU Career Services, Greenville, SC **Fall 2017-Present**

- Managed department Facebook page and WordPress site
- Created or edited campus-wide email marketing communications using visuals and streamlined content to increase awareness of services and align with university brand
- Collaborated with Marketing Communications department to create and edit content and approve design for promotional signs, handouts, and other marketing media
- Introduced and facilitated presentations featuring guest speakers from local businesses

ADDITIONAL EXPERIENCE

Student Ambassador | BJU Welcome Center, Greenville, SC **August 2016-Present**

- Maintained a friendly and helpful atmosphere while accommodating guests, answering a multi-line phone and performing clerical functions
- Integrated personal experiences with the University's written goals in order to authenticate and promote the school's brand
- Represented the University on panels with administrators, deans, faculty, and students
- Led campus tours for prospective students, alumni, and other guests of the University

Roving Teller | NewBridge Bank, Forsyth County, NC **Summers 2016, 2017**

- Adapted quickly to new working environments, clientele, and management
- Consistently balanced cash to the penny while adhering to federal, state, and in-house regulations

COMMUNITY INVOLVEMENT

- President – University Business Association (Present)
- Peer-leader – (Present)
- Volunteer – Greenville Hospital System (January 2016 – Present)
- Volunteer – Greenville County Detention Center Prison (February 2016 – Present)
- Secretary – Alpha Omega Delta Literary Society (Spring 2017)