

KWAME OKOMFO ASUBONTENG

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www.linkedin.com/yourname

EDUCATION

The University of North Carolina at Charlotte, Charlotte NC
Bachelor of Arts in English; Literature & Culture Concentration
Minor in Applied Anthropology

Spring 20XX
GPA: 4.0/4.0

EXPERIENCE

XYZ Inc.
Advertising Intern

Summer 20XX
Charlotte, NC

- Locate and contact potential clients to offer their firm's advertising services
- Explain to clients how specific types of advertising will help promote their products or services in the most effective way
- Provide clients with estimates of the costs of advertising products or services
- Prepare sales presentations for Advertising Coordinators to new and existing clients

Image Control Partners
Advertising Assistant

September 20XX – May 20XX
Charlotte, NC

- Managed simple operations such as receiving more than 200 inquiries a week
- Collaborated with team of assistants by reviewing over 300 project proposals
- Attended to the requests of project coordinators while simultaneously communicating with other assistants to meet the needs of the company

UNC Charlotte Student Union
Student Advertising Assistant

July 20XX – August 20XX
Charlotte, NC

- Managed social media accounts including Instagram, Facebook and Twitter to disseminate important messaging
- Trained 10 new student employees by generating an organizational advertising manual
- Demonstrated superb customer service by responding to customer inquiries in a timely fashion

PROJECT EXPERIENCE

Advertising Executive Interview
COMM 3101 Persuasion

Spring 20XX
UNC Charlotte

- Conducted informational interviews with high level advertising professionals to gain more information about the advertising industry and how to successfully enter

SKILLS

Languages: Twi, Yoruba, American Sign Language, English
Computer: Microsoft Office Suite