

# Jessica Wang

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## EDUCATION

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**The University of North Carolina at Charlotte**, Charlotte, NC May 20XX  
Bachelor of Science in Business Administration  
Major: Management with a Concentration in Talent Management  
GPA: 3.8/4.0

**Study Abroad Experience:** Cultural Immersion in Mexico February 20XX

## RELATED EXPERIENCE

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**Belk Department Stores**, Charlotte, NC June 20XX - Present  
Human Resources Intern

- Process, verify, and maintain new hire paperwork
- Assist with reviewing employment applications to evaluate qualifications or eligibility of applicants

**Opera Carolina**, Charlotte, NC December 20XX-May 20XX  
Digital Marketing Intern

- Created, developed, and managed website content for Operacarolina.org
- Drafted and designed e-blast communications to client-base
- Utilized Twitter, Facebook, and Instagram to market upcoming performances
- Worked with marketing team to define metrics of social media efforts
- Brainstormed and implemented innovative social media campaigns

## ADDITIONAL EXPERIENCE

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**International Student Scholar Office, UNC Charlotte**, Charlotte, NC August 20XX-September 20XX  
Volunteer

- Helped set up the game area, provided presentations inside the Earth Balloon, and cleared tables and chairs during the UNC Charlotte International Festival
- Scanned passport and I-90 documents during the International Student Orientation
- Assisted exchange and international students with check-in
- Led and directed more than 100 students to the Atkins Library and ensured that all international graduate students safely arrived at the Student Union
- Assisted faculty and staff in handling international students' work visa and immunization records

**Office of Education Abroad, UNC Charlotte**, Charlotte, NC January 20XX-May 20XX  
Office Assistant

- Accomplished administrative tasks within set deadlines in preparation for study abroad departures
- Assisted faculty and staff with creating student's file, entering application onto the database, and reviewing post acceptance documents
- Utilized attention to detail skills to minimize errors when processing students' advising agreement so that students may received their grades in a timely manner
- Encouraged students to learn and understand more about a particular study abroad program
- Assisted students with any questions or concerns relating to the overall study abroad experience

## CAMPUS INVOLVEMENT

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**SHRM** (UNC Charlotte), National Member September 20XX-Present  
**International Club**, Board Member August 20XX  
**BEST Service Learning Community**, Member August 20XX-May 20XX  
**Office of Disability Services**, Volunteer June 20XX

## SKILLS

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**Computers:** Microsoft Office (Excel, Word, Outlook, Access, and PowerPoint)

**Languages:** Vietnamese (Fluent) Spanish (Basic), Mandarin Chinese (Basic)