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EDUCATION

**Administration**

 **Service**

**Client Service**

**Internship**

**Herbal Fitness Products**

**2012-2015**

* Assist in the organization of project details and client files.
* Design Facebook adverts with click-through rates and sign-ups statistics.
* Assist with designing marketing collateral, such as presentations, email newsletters, and social media campaigns.
* Develop website icons and graphics.
* Edit and proofread documents before they are published online or printed.

**Internship**

**Dischem**

**2016-2019**

* Created daily reports when activities take place at the center and when groups visit.
* Created the first-ever Philanthropic Packet that can be distributed online and in person to raise funds for different events for the LGBT Center throughout the year.
* Assisted the planning of weekly and monthly functions of the LGBT Center.

**Refunds**

**DALE CARNEIGE**

**2018-2019**

French First Language

**SEATTLE UNIVERSITY**

**2016-2019**

Assosciates in International Politics

A Dynamic Political Science Major would appreciate the opportunity to learn and develop as an intern at the international business's federal office. Fluent in Dutch, Spanish, German and Italian with a working knowledge of French.

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WORK EXPERIENCE

SKILLS

PROFILE

Internship

ELIZABETH SMITH



