

RESUME

GUIDE

OVERVIEW

- Intern resumes should only be one page in length
- List education at the top, including major and anticipated graduation date
- Formatting Matters - Organize your resume appropriately
- Font First- Professional, classic, and easy to understand
- Contact Information- Include best ways to contact you and include full first name.
- List your personal email address and not your school email address.
- Text Only - Limit your resume to relevant text; never include a photo of yourself or birth date
- Keep It Relevant- Tailor specifically for the position
- Machine Readable- Do ensure your resume is machine-readable
- Save your resume as a PDF file, with your full name and date

DON'TS

- Do not exceed 3-5 bullets per section
- Do not include GPA unless it's very high
- Do not use proprietary acronyms or jargon
- Do not have any typos or grammatical errors
- Do not plan to include personal references on your resume
- Do not include high school if you have any college experience
- Do not use a funny or controversial email address
- Do not save your resume as "*Resume*"

GENERAL

- Special projects can be listed to add experience where applicable
- Do not include vague language like "good listener" or "hard worker", let that show during an interview or through your work experience
- Make sure to include a skills section where you list any technical skills or programs you know, including social media platforms
- Make sure you have a profile on LinkedIn as recruiters actively search there for candidates and it's a good way to stay connected with the professionals

EDUCATION

University of Southern California
Bachelor of Science, Business Administration
Minor in Global Communication

Los Angeles, CA
Expected December 2018

Honors: Norman Topping Scholar, Black Alumni Association Scholar, Elks Most Valuable Student

Global Experience: Learning about International Commerce Program - Santiago, Chile (Spring 2014)

PROFESSIONAL EXPERIENCE

Spotify

Campus Influencer

Los Angeles, CA

Jan 2017 – Present

- Market Spotify through Word of Mouth, increasing newly created Student Discount account users
- Coordinate Spotify promotions at USC Events and Concerts, some with over 1,200 in attendance
- Follow up with both corporate and regional managers to track progress on goals and projects
- Establish at least 2 new student organization partnerships with Spotify each semester

The Broadway Center for the Performing Arts

Box Office Corporate Representative & Marketer

Tacoma, WA

Jun 2018 – Aug 2018

- Handled over \$8,000 in daily sales
- Managed accounts receivable, payment requests, and subscription packages
- Utilized database of over 2,500 patrons, processing numerous orders daily
- Raised additional dollars to go towards company's philanthropic efforts

The Washington Entertainment Alliance, Nonprofit Organization

Founder & Executive Director

Tacoma, WA

Feb 2015 – Present

- Offer support and resources to over 10 schools to establish Arts programs
- Market cause through social media and other local events to reach over 1,000 people
- Manage daily operations and maintain track records of over 50 clients
- Initiate lasting partnerships between arts entities and schools

LEADERSHIP & ACTIVITIES

Alpha Kappa Psi – Alpha Zeta Chapter, Professional Business Fraternity

Director of Public Relations Chair (Fall 2015)

Los Angeles, CA

Sep 2015 – Present

- Advertised and set up pre-rush promotional activities to attract 117 students to attend rush
- Interacted with students, pitching the fraternity as well as enhancing efficiency of each rush event
- Increased Rush attendance by over 50% from previous semester

Pledge Class Vice President of Administration (Fall 2014), Pledge Instructional Committee (Spring 2015)

- Maintained professionalism of pledge class, editing emails and resumes before submission
- Hosted a networking event at USC with representative from Beats by Dr. Dre for 50 people
- Paired 19 pledges with mentors from active chapter while overseeing their 11 week program

Marshall Outreach and Volunteer Entrepreneurs

Executive Board Member, Volunteer

Los Angeles, CA

Sep 2015 – Present

- Established and designed website to track activities and provide information for students and sponsors
- Cross communicated with other executive board members for accurate content updates
- Led a group of 20 students and alumni on a day of volunteering for nonprofit organization *TreePeople*

SKILLS/INTERESTS

Languages: Spanish/Español (high proficiency), Korean/한국어 (basic competence)

Technical Skills: MS Office, HTML/CSS, Adobe Photoshop, InDesign, WordPress, Market Research

Publications: Writer & Online Editor; *The Lion Newspaper* (2011-13), Writer; *The Tacoma Weekly* (2012), LINC Santiago Trip Blogger (Spring 2014), USC Admissions Blogger (Sep 2014-Present)

Interests: Radio DJ'ing, startups, basketball, horror movies, foreign cultures, improvisational speaking

EDUCATION

UCLA

B.A. in Communication Studies, 3.958

Film, Television, & Digital Media Minor; Asian American Studies Minor

Anticipated Graduation: Spring 2019

EXPERIENCE

HBO Original Programming

Santa Monica, CA

Creative Intern

Jan 2018 – Apr 2018

- Assist in pilot pre-production and production for both drama and comedy by maintaining writers and directors lists, casting grids, and conducting research projects
- Create coverage reports on submitted pilots and provide comprehensive summaries and commentary on story concept and theme, potential market, production cost, writing, and overall viability as a series
- Manage series current reports by reading scripts for highly confidential, upcoming series and writing episode synopses
- Peruse daily trades to curate the most relevant stories for executives, coordinators, and assistants

The Walt Disney Company

Burbank, CA

Original Programming & Development Intern, ABC Family

Jun 2017 – Sep 2017

- Read pilots, novels, plays and writing samples to analyze potential for series development and staffing opportunities for current programming
- Covered desks for out of office assistants to support Director and VP level executives, including: managing calendars/phone sheets, scheduling meetings (internal/external), and rolling calls
- Handled confidential materials such as: scripts and pilots, continuity sheets, and wardrobe books
- Shadowed shoots and attended sitcom tapings for shows such as “Pretty Little Liars” and “BabyDaddy”
- Assisted 5-7 assistants/coordinators spanning 3 different departments in research projects, organizational duties, and office management

NBCUniversal, Inc.

Universal City, CA

Partnerships & Licensing Intern, Universal Studios, Inc.

Jan 2017 – May 2017

- Conducted internet research on brands/companies for possible film promotions to create decks and briefs for Manager and Director level executives
- Read and analyzed product breakdowns on confidential scripts for release in 2014 and 2015
- Reported to 3-4 managers/directors and 2-3 assistants/coordinators daily to assist in logging data, organizational tasks, and office upkeep

Warner Bros. Entertainment Inc.

Burbank, CA

Development Intern, Langleys Park Pictures

Apr 2016 – Jun 2016

- Created detailed coverage reports on 3-4 scripts per week as well as various novels, TV pilots, and proposals to examine potential for future development
 - Discussed thoughts and analyses of competitive material with supervisors
 - Conducted database research on executives of studio-based production companies and compiled findings into a comprehensive contact list for President Kevin McCormick
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SKILLS & INTERESTS

Microsoft Office (Outlook, Excel, Word, PowerPoint) • Non-Linear Editing (Adobe Premiere Pro, Final Cut Pro)

David Fincher films • Stieg Larsson’s *Millennium* series • The Killers • Boxing

AWARDS & ACTIVITIES

Media for Social Change 2014 Winner, ASPIRE

Jun 2017

Member, CAPE (Coalition of Asian Pacifics in Entertainment)

Apr 2017 – Present

EDUCATION

University of Southern California, Los Angeles, California
Bachelor of Science, Business Administration, Concentration in Marketing
Cinematic Arts Minor

May 2019

WORK EXPERIENCE

Universal Studios, Universal City, California

September 2018-Present

Partnerships & Licensing Intern

- Created partnership briefs of companies that Universal could integrate their marketing campaigns with.
- Identified brand partnership opportunities while providing coverage on future Universal film scripts.
- Researched opposing brands and created competitive analysis reports of their marketing strategies.
- Compiled data regarding the social media presence of Universal's leading film franchises.

Participant Media, Beverly Hills, California

June 2018-August 2018

Social Media Marketing Intern

- Curated content on social networks daily including posts with over 12,500 engagements.
- Designed and shared graphics/video content expanding our presence to new social networks.
- Managed social media accounts, seeding content that on average had over 223,500 views per month.

Anchor Bay Entertainment, Beverly Hills, California

June 2018-August 2018

Marketing Intern

- Assembled marketing one-sheets and decks for The Weinstein Company's home entertainment releases.
- Procured key art and clips for content that would be used in our future publicity materials.

AdmitSee, Los Angeles, California

February 2018-May 2018

Marketing Intern

- Promoted AdmitSee as a brand ambassador through targeted social media tactics and sweepstakes.
- Investigated various publications and created media contact lists for press outreach and campaigns.

Electus, West Hollywood, California

July 2017-October 2017

Marketing Intern

- Wrote reports analyzing potential corporate brand partners for Electus's television shows.
- Assisted in creating brand integration decks on PowerPoint which were pitched to clients.

PROJECTS

FOX Sports University, Los Angeles, California

September 2017-December 2017

Team Member

- Composed an integrated marketing campaign raising awareness for the LA Kings and the Anaheim Ducks.
- Presented a complete integrated marketing campaign to the top executives of Fox Sports West.

SKILLS

- Proficient in Microsoft Office (Excel, PowerPoint, Word, Outlook)
- Professional experience in Social Media (Facebook, Google +, Instagram, Tumblr, Twitter, & Vine)
- Professional Adobe Marketing Cloud experience and Adobe Photoshop experience