

DANI MARTINEZ

EXPERIENCE

CURRENT JOB TITLE

Company Name 2018 - Present

- List job duties as bullet points
- Use present-tense when writing about a current position.
- Example: "Maintain data spreadsheets, updating all new contacts, and creating content for social media platforms."

INTERNSHIP

Company Name January 2022 - June 2023

- List duties and responsibilities
- Example: "Supported sales department and various offices through the development and implementation of a new software system."
- If you don't have internship experience, you can use this space to list volunteer work.
- Example: "Volunteer at Shepherd's Table providing nutritious meals in the Conway area."

ACHIEVEMENTS

- Include personal and/or academic achievements.
- List any clubs or extracurricular activities.
- Example: "Phi Theta Kappa, Vice President, 2021-2022"

EDUCATION

HORRY-GEORGETOWN TECHNICAL COLLEGE

Associate in Science May 2024

*If applicable, use this space to list certification(s). Example:
Notary Public, South Carolina Secretary of State - 2021*

CONTACT

123-456-7890
Conway, SC
username@email.com

SUMMARY

I am a qualified and professional individual, expected to graduate from HGTC in May 2024. Strong creative and analytical skills. Team player with an eye for detail.

SKILLS

- Include soft skills pertinent to the position you're applying for.
- Creating Social Media Content
- Teamwork
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication