



# Jane Smith

Event Coordinator (Volunteer)

## CONTACT INFORMATION



(321) 654-0987



email@example.com



LinkedIn



Los Angeles, CA

## KEY SKILLS

- Social media marketing
- Team collaboration
- Event planning

## EDUCATION

### Bachelor of Business Administration (BBA) (In Progress)

University of California, Los Angeles |  
Expected June 2026

## ABOUT ME

Motivated first-year student pursuing a business administration degree focusing on marketing strategies and event coordination.

## PROFESSIONAL EXPERIENCE

### Event Coordinator (Volunteer)

Local Community Center | June 2023 – August 2023

- Organized fundraising events, increasing donations by 15%
- Coordinated schedules for 20+ volunteers

### Retail Assistant

Trendy Clothing Store | December 2022 – May 2023

- Maintained 95% customer satisfaction by providing excellent service