

Carol Carter

ASSISTANT ONLINE STORE KEEPER

(684) 326-8458

carolbcarter@email.com

United States, Burbank, CA

SKILLS

Basic knowledge of online store systems (e.g., Shopify, WooCommerce) Skillful

Understanding of social media management and online advertising strategies Experienced

Strong communication skills and experience in addressing customer inquiries Expert

Accurate and efficient data entry with attention to detail Expert

Proficient in Word, Excel, and PowerPoint Expert

PROFESSIONAL SUMMARY

Motivated Business Administration student seeking a part-time remote position as an Assistant Online Store Keeper. Eager to leverage academic knowledge in e-commerce and digital marketing, to contribute effectively to an online retail team.

EDUCATION

2022 - Now

Bachelor of Business Administration (BBA)

University of Southern California / United States, Los Angeles, CA

- Relevant Coursework: E-commerce, Digital Marketing, Supply Chain Management, Business Analytics

Academic Projects:

- Developed a comprehensive business plan for an online retail store as part of a team project.
- Created and analyzed a digital marketing campaign, focusing on social media engagement and conversion strategies.

2010 - 2022

High School Diploma

Burbank High School / CA

- Activities: Student Council Member, Business Club President, Volunteer Coordinator for School Events

Google Analytics for Beginners

Google / 2023

Introduction to E-commerce

Coursera / 2023

EXPERIENCE

September 2023 - May 2024

Customer Service Volunteer

Public Library / United States, Burbank, CA

- Provided assistance to library patrons, answered questions, and managed book checkouts and returns.
- Helped organize and maintain library resources, contributing to a streamlined and customer-friendly environment.