Maya Carter

MC

Marketing Student | Business Internship
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PROFILE

Marketing student with customer service experience in Marquette, Excel-based research skills, and practical coursework in campaign planning. Brings organized records, clear presentations, and experience responding to customers. Seeking a business internship focused on research, communications, and service.

EDUCATION

Northern Michigan University August 2023 – Expected May 2027
Bachelor of Science — Marketing | GPA: 3.62 / 4.00 | Marquette, MI

- Relevant coursework: Marketing research, financial accounting, business analytics, consumer behavior

WORK & INTERNSHIP EXPERIENCE

Customer service associate June 2025 – September 2026
Marquette Food Co-op | Marquette, MI

- Assisted shoppers with product questions, purchases, and locating items; referred specialist questions to department staff.
- Maintained shelf labels and restocking records, checking discrepancies with a supervisor before updates.
- Prepared shift handover notes so the next team could follow up on customer requests.

Library service assistant September 2024 – May 2025
Peter White Public Library | Marquette, MI

- Helped patrons locate materials and use public service information at the desk.
- Organized returned materials and supported a clean, orderly service area.

BUSINESS & ACADEMIC PROJECTS

Local Market Analysis January 2026 – April 2026
NMU coursework · Student analyst

- Compared publicly available Marquette retail offerings in an Excel research table.
- Presented customer segments and a proposed outreach plan, separating observations from assumptions.

Community Campaign Plan September 2025 – December 2025
NMU coursework · Team coordinator

- Created a sample communications calendar, cost estimate, and evaluation checklist for a classroom campaign.

SKILLS

Business: Market research, customer service, campaign planning, record keeping
Tools: Excel formulas and charts, Word, PowerPoint, Canva
Communication: Business writing, presentations, team coordination

LEADERSHIP & CAMPUS INVOLVEMENT

Peer orientation volunteer September 2023 – May 2024
Northern Michigan University | Marquette, MI

- Welcomed new students, answered routine campus questions, and referred requests to the appropriate office.

Fictional student example - identities, experience, dates and GPA are invented.
Real organization names provide context only. No employer endorsement. Replace all details.