

# Jane Corsair

1234 Pico Avenue Apt. 567  
Los Angeles, California 90025

[corsair\\_jane@student.smc.edu](mailto:corsair_jane@student.smc.edu)  
310.434.4300

## EDUCATION

---

**Santa Monica College**, Santa Monica, California To be Conferred June 2021

Associate in Science for Transfer Degree, Mathematics

Certificate of Achievement, Marketing

- GPA: 3.5
- Campus Involvement: STEM Program, Data Analysis Club, Women in Business
- Relevant Coursework:

**Business:** Introduction to Business, Principles of Marketing, Business Communications, Principles of Selling, Marketing Research and Consumer Behavior, Introduction to Investments

**Mathematics:** Statistics, Calculus Discrete Structures, Multivariable Calculus and Linear Algebra

**Physical Sciences:** Calculus-based General Physics and lab

## SKILLS

---

**Software Skills:** Proficient: Microsoft Office Suite, Google Workspace, MailChimp, Adobe Photoshop

**Math and Business:** E-Commerce, Consumer Behavior, Market Research Data and Data Sources, Analyzing financial statements and reports

**Social Media Platforms:** Facebook, Instagram, Twitter

**Languages:** Mandarin – Bilingual

## RELATED EXPERIENCE

---

**Sales Associate** August 2019 – Present

Target, Los Angeles, California

- Maintain accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases
- Assisted team members in handling cash registers, organizing inventory room, labeling products, unloading merchandise, and cleaning up
- Train new employees on upselling, cross-selling, and customer service techniques

## RELATED COURSES

---

**Introduction to Investments** August 2020 – December 2020

Santa Monica College, Santa Monica, California

- Developed a personal investment plan applying investment principles and strategies
- Created and appraised investment portfolios
- Analyzed financial statements and reports, incorporating methods of stock, bond, and mutual fund evaluation
- Utilized financial statements, key financial ratios, and value investing methods to evaluate the relative strength of companies and possible investment opportunities
- Created an investment pitch that included prior analysis of an industry and fundamental analysis of a company

**Business Communications** February 2020 – June 2020

Santa Monica College, Santa Monica, California

- Composed a formal analytical business research report
- Planned, organized, and wrote memos, emails and reports suitable for a variety of business situations including quantitative and business legal contexts
- Analyzed appropriate usage of technological platforms of social media, business related internet writing context and web resources to solve business communication problems
- Utilized cross cultural sensitivity to audience needs and desires

## LEADERSHIP AND COMMUNITY INVOLVEMENT

---

**Math and Science Tutor** August 2020 – Present

Mar Vista Family Center, Los Angeles, California

- Conduct 1 hour individual and group math and science tutoring sessions to underrepresented students attending the local elementary schools
- Design tutoring lesson plans to include quizzes and interactive games to ensure academic growth and comprehension
- Teach students about proper study habits