**Erin Sample Vaughan**

2121 E. 5th Avenue Boston, MA 02110 (701) 226-6548 vaughaner@gmail.com

**Education**

Bachelor of Science in Business Administration Expected May 2024 Marketing Concentration; Cumulative GPA: 3.5/4.0

Northeastern University, Boston, MA

Associate of Applied Science May 2022 Business Management; Cumulative GPA: 3.3/4.0

North Shore Community College, Boston, MA

**Experience**

**Internship** Fall 202 – Current

Sustainable Minds, Cambridge, MA

* Trained with Eco-concept and & LCA Software, learned marketing techniques
* Researched potential customers and organized database utilizing Sales Force
* Participated in team projects and planning meetings, social media management

**Sales Support Associate** November 2021 – April 2023

J. Crew Group, Inc., Boston, MA

* Provided friendly, customer focused service efficiently
* Exceeded supervisor expectations on customer surveys, goal achievement and execution of merchandising standards
* Recognized as top Sales Support Associate for 2nd & 4th quarters 2020

**Entrepreneurship Seminar class project** January – April 2022

Resume Doctor

* Developed business plan for local start-up company
* Conducted and analyzed research to determine target market
* Implemented marketing plan to secure initial clientele

**Office Assistant** May – August 2020

Clark and Lester Attorneys-at-Law, Boston, MA

* Performed data entry, filing and clerical tasks utilizing Excel and Word
* Maintained files to keep track of important documents, performed data entry
* Organized travel arrangements, managed supply inventory

**Certifications/Skills**

* Microsoft Office: Word, Power Point, Excel

**Activities/Honors**

Northeastern University

* Dean’s List 6 semesters
* Northeastern University Student Senate Member 2022-2024

North Shore Community College, Rotaract Club member 2022-Current

Cystic Fibrosis Foundation, Volunteer 2021-Current

* Planned activities for annual fundraiser, created press packets

Environmental League of Massachusetts, Proofreader/database maintenance 2021- Current

**References Provided Upon Request.**