## Khaleel.e.graham@gmail.com

(202) 651 - 1429

12654 Valleywood Drive, Woodbridge, VA 22192

Creative and passionate prospective marketing graduate with knowledge of social media marketing. Curious, innovative, and interested in learning and gaining experience in digital marketing, SEO optimization, and data analytics. Driven by constant progression.

## SKILLS

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<ul><li>SPSS Stastistics</li><li>MS Excel</li><li>Tableau</li><li>Data Anlyzation</li></ul>	<ul><li>SEO Optimization</li><li>Social Media Marketing</li><li>Hubspot</li><li>Cvent</li></ul>	<ul><li>Data entry</li><li>Surveying</li><li>Research Methods</li><li>Public Speaking</li></ul>
	EDUCATION	
Graduated 05/2020	<ul> <li>B.B.A. Marketing, Howard University – Volunteered for Culture Creators et</li> <li>Utilized surveying to conduct reseat</li> <li>Capstone Scholar</li> <li>Dean's List</li> </ul>	vent in D.C.
	EXPERIENCE	
08/2021 - Present	<ul> <li>Customer Service Rep, Concentrix (Goldman Sachs) – Fully Remote</li> <li>Assists customers with applying for Apple Credit Card</li> <li>Assists in solving any customer inquiries</li> <li>Processes payments and evaluates transactions and disputes on accounts</li> </ul>	
08/2021 - Present	<ul> <li>Marketing Assistant, Unskrypted – Washington, DC</li> <li>Responsible for Social Media Marketing</li> <li>Creation of content for social media accounts (IG,Twitter,FB)</li> <li>Assistant to Unskrypted Marketing Manager</li> </ul>	
02/2021 - 8/2021	<ul> <li>Assistant to offskrypted Marketing Manager</li> <li>Customer Lead, Food Lion – Woodbridge, Va</li> <li>Assists cashiers in creating a pleasant experience for customers</li> <li>Maintains proper cash amounts in registers</li> <li>Conducts grocery deliveries for to-go customers</li> </ul>	
11/2019 - 11/2019	<ul> <li>Student Ambassador, Chevrolet – Wash</li> <li>Used studied research methods to gathering strategies</li> <li>Collected 200+ responses to gather Chevrolet vehicles</li> <li>Converted qualitative data to quan with research team to create graph Chevrolet</li> </ul>	create various surveys and data er Howard student perceptions of titative data and vice versa along

10/2019 - 10/2019

**Student Ambassador**, Culture Creators – Washington, D.C.

• Supported marketing programs and campaigns with content and messaging to drive demand

Managed Howard Chevrolet event along with Bison Chevy team

• Built rapport with guests to promote positive experiences

- Collaborated with Student Ambassador team to assist in organizing and directing the 2019 C2 Summit for HBCUs
- Assisted in social media marketing for event

06/2018 - 02/2019

Sales Associate, Massage Envy – Woodbridge, Va

- Implemented up-selling strategies to sell merchandise
- Liaised with customers to identify their individual needs, requirements and specifations
- Used direct marketing to sell yearly personal massage packages