

Pooja Parikh

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Objective

Pre-Business Economics college intern with professional experience in Customer Service Support, Legal Assistance, and Marketing & Advertising

Education

Georgia State University

August 2018 – May 2022

B.B.A Pre-Business Economics

Georgia State University Honors College

GPA: 3.86

Awards: HOPE Scholarship, Georgia State Dean's List 19-20

Experience

Law Offices of J. Christopher Miller Legal Intern

September 2017 – December 2017

- Communicated with clients to set appointment times and dates
- Legal witness for confidential client meetings
- Drafted legal documents such as Homestead Exemption Forms, Trusts, Wills
- Verified court approvals for legal documents with lead attorney

Drive Smart Georgia Sales Associate

February 2018 – Present

- Advertised for Drive Smart Georgia through Live WABE Radio
- Communicated with clients to schedule appointments with instructors
- Sold Drive Smart Packages to customers through lead calls
- Developed social media marketing strategy for company

Sigma Sigma Rho Sorority Inc. Marketing Chair

November 2018 – Current

- Social Media marketing for the organization
- Promoting events online and in person
- Advertising fundraisers throughout university campus



Skills

- Multilingual: English, Spanish, Hindi, Gujarati
- Public Speaking through WABE Radio
- Microsoft Office: Word, PowerPoint, Excel
- Marketing, Advertising, Adobe Photoshop, Adobe Illustrator
- Strong communication/Interpersonal skills
- Customer Service