

# James Carson

Salt Lake City, Utah

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jamescarsonportfolio.com

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## Education

**B.A. Communication, May 2021**, Westminster College, Salt Lake City, Utah

**A.A. in Communications and Behavioral Science, May 2019**, Moorpark College, California

## Internship and Service Learning

### Copywriting Intern, Windermere Real Estate Utah, Fall 2020

- Wrote regular posts for the company website, seven blogs published
- Researched topics that provide useful information to our target audiences
- Helped develop a consistent posting schedule for the blog

### Client Analysis Research Project, The Movement Training Day, Fall 2020

- Assessed the company and provided research, strategy suggestions, and competitive analysis
- Assembled a detailed analysis for our client to use for his small business

### Staff Reporter for the college news organization, The Forum, Fall 2020

- Reached out to potential sources for interviews and to gather information
- Took information and tailored it into a digestible and compelling story
- Published seven stories and two podcast and supplemental stories

## Experience

### Real Estate Agent/Referral Agent, Ross Realty Group, Westlake Village, CA, January 2018-Present

- Hosted weekly open houses for active listings
- Worked with my team to grow our brand and deliver a trusted service to our clients
- Organized community yard sale for lead generation
- Coordinated private showings and home tours for potential buyers

### Summit Financial Consultants Inc.- File Clerk/Office Aid, Westlake Village, CA, September 2016-January 2018

- Transitioned file system from hard copies to a fully online system
- Assisted with various other office needs and special event setup

## Skills

- Adobe Creative Suite: Photoshop, Illustrator, InDesign, Premiere
- Google Suite
- Figma
- Microsoft Suite
- WordPress