

Isabel C. Edwards

180 Saint Paul Street
Brookline, MA, 02446
(415) 860-7378
Isacedwards@gmail.com

EXPERIENCE

Nonstop Wellness, San Francisco, CA — Customer Service/Analytics

September 2020 - August 2021

Secondary Insurer, providing medical insurance to nonprofit. I performed claim substantiation activities as well as analyzed data to suggest process and system improvements.

Summer Search, Boston, MA — Intern

Summer 2021

Spent the summer working as an intern for Summer Search, a nonprofit mentorship program, which works with students in underserved communities.

PRLab Boston University, Boston, MA — Intern

September 2022 - Present

The longest running student staffed PR agency in the country. Interned for alila Beauty, a female founded skin care brand, amongst a group of my peers. Specialized in event planning, media outreach and social media.

Cruz Foam, Santa Cruz, CA — Intern

May 2022- August 2022

Specializes in creating durable and biodegradable packing foam to replace styrofoam. Worked as a Public Relations intern, specializing in blog writing and assisting with social media.

Mint Julep, Brookline, MA — Retail Associate

June 2022 - Present

Boutique selling women's apparel in Brookline and in Cambridge. Work as a retail associate, assistant customers during purchases, input merchandise into the system and maintain an attractive merchandise display.

EDUCATION

International High School, San Francisco

September 2015 - June 2019

Graduated with a bilingual, International Baccalaureate and High School diploma.

Boston University, Boston

January 2020 - Present

Currently a Junior in the class of 2023. Majoring in Public Relations with a minor in Business Administration.

SKILLS

Experienced Community
Servant

Team Player, equally
comfortable giving
direction and taking
direction

G-Suite & Microsoft
Office fluency

Gregarious & outgoing

Persistent & hard
working

LANGUAGES

English - Fluent

French - Fluent

German -

Conversational

References

- Leslie Nakajima, Chief Marketing Officer for Cruz Foam summer internship, mentor and boss during my internship.
 - Phone number: +1 (415) 250-9336
 - Email: leslie@cruzfoam.com
- Dionne Watson, Vice President – Transaction Management at Nonstop Health, boss and mentor during internship.
 - Phone number: 510-303-6010
 - Email: dwatson@nonstopwellness.com
- Brooke Garber, owner of Mint Julep Boutique, current place of employment as a retail associate.
 - Phone number: +1 (617) 797-0555
 - Email: brooke@shopmintjulep.com

June 1st, 2022

RE: Summer Internship – Cruz Foam

Dear Leslie,

I am writing to you to express my interest in the Public Relations internship for Cruz Foam. I am a rising senior at Boston University pursuing a degree in public relations with a Business minor. I was thrilled to learn about Cruz Foam's mission to reduce plastic consumption, requiring an intern to help spread this message across. While studying to receive my International Baccalaureate in High School I conducted a study and wrote my 4,000 word extended essay about global plastic consumption patterns. With my background in environmental sciences I can provide unique insights that will match the requirements of this position. It will also be a career highlight to be considered for such an opportunity.

My interest in Cruz Foam piqued when reading your blog on plastics impacts on the environment. As a member of my high school's community service steering committee I had the unique opportunity to work and learn from nonprofits who specialized in educating students on sustainability efforts. My knowledge of the environment combined with my creative writing skills would make me a great asset to assist with the company's blog writing initiative. My social media background can also serve to increase the organization's outreach and increase their recognition, especially with a younger audience, who will be the consumers of the future. I can lead marketing efforts to unleash the unlimited potential growth in this effort.

My responsibilities as a data analytics and customer service specialist at Nonstop Wellness can also contribute to the Summer Internship position at Cruz Foam. In my position I engaged with internal and external stakeholders, using their feedback to create comprehensive written guides to help employees and clients understand the software and the benefits offered at the company. In addition I aided the software team in collecting data analytics, to gain a comprehensive understanding of the aspects of our outreach that are or are not successful in gaining their attention and increasing their understanding.

Enclosed, please find my resume for your review and a list of my references for you to contact. I look forward to connecting with you within the week to discuss our next steps. Thank you for your time and consideration of my candidacy.

Best,

Isabel Edwards