

JESSICA CLAIRE

- ✉ resumesample@example.com
- ☎ (555) 432-1000
- 📍 100 Montgomery St. 10th Floor

SKILLS

- Copywriting, editing and review
- Promotional marketing and advertising
- Marketing understanding
- Social media proficiency
- Content development
- Excellent interpersonal communications
- Team collaboration
- Organization
- Sensitive material handling
- Scheduling and calendar management
- Microsoft
- Administrative operations
- Strong interpersonal skills
- Event coordination and promotion
- Social media management
- Report writing
- Spreadsheet development
- Excel spreadsheets
- Organization and efficiency
- Creative Thinking
- Tone and Language Variations
- Trend Monitoring
- Adobe Systems Software
- Data Analysis
- Campaign Development
- Planning & Organizing
- Supervision & Leadership
- Microsoft Office
- Professionally fluent in Spanish
- Organizational Skills
- Data Management
- Computer Skills
- Promotional Material Development
- Advertising Copy
- Marketing Campaigns
- Advertisement and Collateral Development
- Media Analytics
- Company branding, specific approach
- Able to efficiently embody company values through graphics and media content

EDUCATION AND TRAINING

- Lewisville High School
Lewisville, TX • 07/2018
- High School Diploma*
- English AP Course (4 years)
 - US History AP Course (2 Years)
 - Government AP Course
 - Economics AP Course
 - Participated in Student Council
 - Fashion Club Secretary, 2018
 - AVID Member, 2014-2018 (4 years)

CERTIFICATIONS

- Certified Notary Public, 2021 to present

SUMMARY

I am a faith-led, highly-motivated employee with a desire to take on new challenges. I am told I have strong work ethic, adaptability and exceptional interpersonal skills. I do my best to adapt at working effectively unsupervised and love to quickly master new skills. I strive to treat the people I meet kindly while engaging their interests and overall find it very rewarding when I am able to deliver a great experience and develop a fun and light atmosphere for coworkers and consumers/audience alike. It's always exciting to learn new skills and I do not hesitate to ask questions when I don't understand a subject or matter. I am often told by friends and family that I am quick, effective and professional in communications and love to think ahead of time. I enjoy to thoroughly plan out work strategies, events, schedules, plans of action, etc. in a way that will showcase a company's core values and special attributes with excellence. I have been able to implement new ideas that have resulted in positive feedback from my superiors and I grow very happy to be resourceful. I have strong values and principles that guide me to be honest, caring, calm and efficient in my daily life. I find that I am almost always delegated confidential tasks in the workplace because my superiors grow to consider me a trustworthy person. Through executing these, I have been able to experience opened doors for my growth and development in the workplace. Above all, I have a genuine desire to serve God and those around me in the best way I can.

EXPERIENCE

Verizon Communications - Digital Marketing /Social Media Content Creator
Ashburn, VA • 03/2022 - Current

- Stayed up-to-date on social media and digital content trends to engage on trending topics and share best practices.
- Updated and monitored content on Facebook and Instagram.
- Used social media to engage consumers, respond to questions or complaints and promote company initiatives.
- Tracked performance of social content using Sprinklr system platform analytics.
- Updated and monitored content on Facebook, Twitter, Google, LinkedIn and Instagram.
- Produced videos by writing scripts, editing and posting final creative.
- Monitored social media and company website metrics to design and implement improvements.
- Managed social media responses by escalating comments and inquiries to appropriate personnel or departments.
- Tracked performance of social content using native platform analytics, various social listening tools and regular reports to inform strategy.
- Understood reporting and optimization recommendations based on relevant KPIs to optimize social media content.
- Followed trends in industry and target genre to capitalize on emerging trends.
- Wrote copy for client advertising campaigns.
- Wrote sales copy, letters and other advertising and marketing material.
- Edited or rewrote written collateral and submitted for approval by supervisor or editor.
- Wrote using client's personal verbiage and reading level, creating more appealing messages.

Us Lbm Holdings - Real Estate Consultant
Denver, CO • 10/2021 - 05/2022

- Conferred closely with clients to understand needs and financial means related to planned property purchases.
- Prospected for new commercial and residential real estate deals.
- Steered real estate negotiations to serve client interests and achieve favorable terms.
- Helped investors and direct buyers make appropriate decisions based on relevant information.
- Drafted and reviewed contracts, purchase agreements, deeds and leases.
- Maintained current and accurate CRM database of prospective customers.
- Managed real estate transactions from initiation to closing.
- Oversaw and negotiated offers for real estate purchases on clients' behalf.
- Showed residential properties and explained features, value and benefits of available homes.

A&O Truck Repair Co. - Administrative Assistant
City, STATE • 01/2021 - 10/2021

- Answered phone calls and emails to provide information, resulting in effective business correspondence.
- Provided secretarial and office management support while building cooperative working relationships.
- Maintained accurate department and customer records.
- Managed physical and digital files, monitored spreadsheets and updated reports to coordinate project materials.
- Developed administrative processes to achieve organizational objectives and improve office efficiency.
- Tracked and submitted employee timesheets to prepare for payroll processing.
- Created spreadsheets in Microsoft Excel for record-keeping and reporting.
- Pleasantly welcomed visitors, answered phone calls and maintained front reception desk.

LANGUAGES

English: Negotiated: Spanish: Negotiated:

ADDITIONAL INFORMATION

- I helped launch a nonprofit organization at my church aimed at helping families and children battling cancer to find hope in Christ and deliver a word of life and purpose through gift-giving, visits, counseling and fundraising within the community. You can find them on facebook as Hannah's Hope Organization!
- I am creative in developing trendy content for social media and websites.
- Developed marketing campaigns for brand initiatives
- Analyzed trends and topics/content that efficiently showcased a brand and amplify following project to enhance our reach
- Designed merchandise for company branding
- Designed logos for newly launches companies/nonprofits
- Knowledgeable in Adobe Express, Canvas, Copywriting and Microsoft Office
- Developed email marketing campaigns
- Designed banners, brochures, flyers and banners for projects such as events/services or newly launched products