

Jessica Claire

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

PORTFOLIO

<https://JessicaClaire.myportfolio.com/>

SKILLS

- Architectural Drawing
- Sketchup
- Color Theory
- Excel
- Sourcing and Selections
- Project Management

EXPERIENCE

DESIGNER

06/2019 to CURRENT

Akqa | Washington, DC

- Produced original renderings utilizing Photoshop, Paint and hand drawings to provide creative direction to remote graphic designers
- Collaborated with Studio's Creative Director and Contractors to offer improvements and direction on established projects
- Developed excel spreadsheet system for ordering and managing project selections
- Attended and provided direction during weekly on-site partner meetings of residential developments with Builder, Creative Director and lead Real Estate Broker
- Provided design for \$1.4m single family home, sold from project renderings; kitchen and bathroom designs used in subsequent 2020 projects by builder
- Responsible for selecting and ordered lighting, tile and paint for new build projects
- Thoroughly research and stay up to date on design trends
- Designed custom vanities and provided detailed direction for execution

ACCOUNT MANAGER, STRATEGIC SOLUTIONS

10/2013 to 06/2019

Cutline | New York, NY

- Prepared over \$10mm of RFPs and RFIs for top tier DSP, DMP and Ad Serving clients in 2018/19; resulting in \$2mm closed business
- Supported Sales with client pitches providing case studies and vertical playbooks of client competitors and prospective accounts
- Provided campaign reporting and hosted calls with clients and agencies to discuss the performance of campaign activity and to identify opportunities to expand relationship with agency representatives
- Presented post-campaign analysis summarizing campaign activity to show clients why they should run further campaigns with StrikeAd and Sizmek

CORPORATE SALES ASSOCIATE CHICAGO

05/2010 to 10/2013

Condé Nast | City, STATE

- Represented Condé Nast's 22 print and digital brands including Architectural Digest, Vogue, GQ, Wired, The New Yorker, Golf Digest, Bon Appétit, and Vanity Fair, in executing multi-million dollar advertising programs
- Worked with Corporate Executive Directors to manage and build brand campaigns across print, digital, mobile and video platforms for 75+ corporate accounts including, Procter & Gamble, Target, Samsung and Porsche by monitoring contract spend, share of market reports and request for proposals
- Created sales and marketing presentations showcasing Condé Nast's multi-platform capabilities
- Provided detailed analysis of market trends, forecasted budgets and client investor relations for prospecting and new business

PUBLIC RELATIONS, ACCOUNT COORDINATOR

10/2008 to 11/2009

Version 2.0 Communications | City, STATE

- Supported five tech-focused accounts by developing and maintaining editorial and speaking opportunities, submitting press releases, monitoring media coverage, generating speaking abstracts, and creating briefing material for clients
- Generated 39 key speaking opportunities for the CMO and CTO of agency's outsourcing development client at elite trade events; a 90% increase in client exposure year over year
- Actively participated in agency meetings, contributing to business development and brand positioning strategy

EDUCATION AND TRAINING

Bachelor of Arts | Communications And Culture, Business Indiana University, Bloomington, IN

2008

Interior Architecture Certificate | Interior Architecture School Of The Art Institute, Chicago, IL