

JESSICA CLAIRE

✉ resumesample@example.com
📞 (555) 432-1000
📍 Montgomery Street, San Francisco, CA 94105

SUMMARY

Self-motivated and driven communications associate and specialist with strong leadership, drive and a winning attitude. Utilizes highly effective analytical, problem solving and reasoning communication skills yielding positive results. Successful at incorporating communication with creative skills to achieve business objectives including deadline & budget based projects.

CORE STRENGTHS

- Innovative leadership & problem solving skills
- Exceptional interpersonal skills & interviewing expertise
- Event management & planning
- Business, deadline, & marketing development
- Media relations & Photography background
- Superb writer & editor
- 8+ years photography & Photoshop experience
- Advanced knowledge of Adobe InDesign, Photoshop, Lightroom, Quicken, Adobe Publisher & Microsoft Office
- Driven and personable social skills

EDUCATION

Kennesaw State University
Kennesaw, GA • 2013

Bachelor of Science:
Communications
Extensive coursework in Psychology and Sociology
Coursework in Public Relations & Professional communication
Coursework in Business, Economics & Organizational Development
Film and Media Studies, Public Speaking & Debate coursework
Broadcasting & News writing coursework

CAREER ACCOMPLISHMENTS

Publications

- Successfully contributed to the writing and publishing of 24+ print pieces per 2004-2008 in Atlanta Journal Constitution, Townelaker Magazine and Sportsplay content and layout.
- Entrepreneur Customer Acquisition & Customer Service
- Established & aggressively grew a photography business that has acquired a client base of over 200 clients. Cherished Moments by Court Photography has gained over 900 likes on Facebook.
- Handled customers effectively by identifying needs, quickly gaining clients' trust using a personable approach. Complex situations and resolving problems are also handled in the most respectable way to help client.
- Over 43 glowing 5 star reviews are displayed that have been obtained from customer reviews on business photography product and satisfaction in less than 2 years with minimal paid marketing, social media and word of mouth client acquisition. Acquired 5 star reviews on google and social media from success. Reviews on customer satisfaction on www.stik.com/Courtney.Claire

Administration

- Performed administrative tasks such as compiling articles, filing, accounting, creating publications and interviewing.
- Developed spreadsheets, faxing reports, photocopying and scanning documents for inter-departmental use..

Leadership, Planning & Creative innovation

- Arranged, scheduled and coordinated events in a smooth and efficient manner while delegating tasks
- As senior editor, created complex theme and layout spreads for yearbook which was nationally recognized and published in Yearbook of Yearbooks in 2007.
- Coordinated, oversaw, directed and edited entire yearbook with staff of 20+ individuals making multiple deadlines.
- President of Future Business Leaders of America (FBLA) for 2 years, placing 2nd in county competition and onto state with awards for Interviewing.
- Handled communication conflicts amongst team by analyzing, mediating & resolving problems in a professional manner.

PROFESSIONAL EXPERIENCE

Ascension Health - Owner, Photographer, Writer and Graphic Designer
Mequon, WI • 09/2010 - Current

- Created photography brand and business through advertising using social media, Groupon, Weddingwire.com & word of mouth client acquisition while implementing referral programs and appreciation programs. Portfolio and brand displayed on website www.cmbcphotography.com
- In business since 2010 with client base & online print store with download, ordering & shipping capabilities.
- Booking, marketing, writing, editing & taking photos for 200+ clients.
- Proficient with Microsoft Word, Excel, PowerPoint. Also expert in Adobe software including Photoshop, InDesign & Lightroom with 8+ years photography experience & 4 years of marketing experience through conducting business.
- Planning and coordinating weddings, compiling bridal schedule, delegating tasks to individuals in wedding party, posing and timing coordination & delivering bridal product to bride efficiently.

Perkins Will - Sports Social Media Specialist
Denver, CO • 09/2008 - 02/2009

- Composed articles, blog links, & compiled search browser terms for Google Ad Words. Utilized Adobe Photoshop, InDesign, Web Software & Microsoft Office.

Atlanta Journal Constitution - Communications Specialist
City, STATE • 06/2006 - 2009

- Wrote, edited, and published articles, interviews, and photo submissions while making timely deadlines. Utilized Adobe InDesign and Photoshop for publishing purposes.

Townelaker Magazine - Journalist
City, STATE • 07/2005 - 04/2008

- Wrote, edited & published articles. Conducted interviews & submitted photography work for print. Utilized Adobe InDesign & Photoshop for publishing purposes.

SKILLS

Enthusiastic people person, advanced problem-solving, great organizational skills, leadership and event management, optimistic attitude, creative mind and innovative approach to new ideas for marketing and team building.

Hard worker, driven personality, effective event and deadline management, eager learner, photographer, interviewing, editing, proofreading, exceptional at writing