

JESSICA CLAIRE

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Professional Summary

Enthusiastic undergrad student eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of elected positions on eboards and training in digital and streaming marketing. Cultivate long-lasting relationships with students and staff to strengthen program success. Motivational leader with top-notch communication, organizational and strategic planning abilities. Motivated to learn, grow and excel in the music industry.

Skills

- Digital marketing knowledge
- Sales and marketing expertise
- Digital Media - Adobe Indesign
- Budget and records management
- Maintaining standards
- Bilingual (Spanish was first language, can read, write and speak)
- Work well with children of disabilities (brother has Asperger Syndrome - Autism) at home and at special needs department at high school
- 11 years of piano lessons
- 9 years of viola lessons
- Great time management
- Adaptability
- Great communication skills

Work History

Streaming, Playlist, and Digital Marketing Intern, 02/2020 to Current

Shift Technologies, Inc. – Nevada, MO

- Assisted with the creation of social media and website assets
- Brainstormed unique and engaging concepts to assist the marketing department with campaign creation
- Developed branding material including templates for presentations and reports
- Gathering song streaming performance data and analyzing roster and catalog information
Measuring audience sizes and following of various labels, publishers and specific artists
- Took extensive notes of team ideation sessions

Sales Advisor, 05/2017 to Current

Lead Academy Middle School – Nashville, TN

- Provided high quality promotional marketing services to brands and retailers
- Displayed excellent communication skills that can persuade customers to buy the product
- Used various promotional tactics
- Provided insight to shopper behavior
- Maintained current knowledge of applicable sales and product changes in order to provide best possible service for all customer needs.
- Forged and nurtured impactful relationships with customers to cultivate loyalty, boosting customer satisfaction with products

Personal Assistance, 04/2019 to 09/2019

Recco Home Care Service – City, STATE

- Provided personal assistance to those incapacitated with a disability
- Gave excellent communication skills in order to understand the needs of the patient
- Transported patients daily via wheelchair to and from rehabilitation and daily activities
- Assisted clients with daily living needs, including bathing and personal grooming, to maintain self-esteem and general wellness

Music Teacher, 03/2018 to 06/2019

Family Melody Centers – City, STATE

- Familiarized students with basic concepts of music such as notes, tempo, symphony, beats, compositions and chords.
- Guided and instructed music students in music theory and instrument playing
- Coached students to play various pieces on the piano, viola, violin, and cello
- Advised parents of student progress by communicating student's achievements and developing methods for improvement.

Education

Bachelor of Science: Music Business, 05/2021

Hofstra University - Hempstead, NY

- Dean's List Fall 2017, Spring 2018
- Current Overall GPA: 3.45
- Elected President for Makin' Treble, the only all female acapella group on campus in 2018
- Member of Phi Eta Sigma Honors Society
- Elected Treasurer of MEISA (Music and Entertainment industry Student Association) in 2019
- Elected CAP Coordinator and Purchasing chair for Delta Phi Epsilon International Sorority Epsilon Rho Chapter in 2019

High School Diploma: 06/2017

Connetquot High School - Bohemia, NY

- Principle Honor Roll in 2014, 2015, 2016, 2017
- Member of National Honor Society
- Member of Tri-M Music Honor Society
- Member of Habitat for Humanity
- Overall GPA: 97/100

Accomplishments

President and Treasurer of Makin' Treble

- Helped lead and teach a variety of repertoire to 20 females in order to prepare for concerts, events, guest appearances when requested, etc.
- Managed paperwork and funding for upcoming events
- Oversaw attendance, making the constitution for the Student Government Association of Hofstra, submitted papers to secure venues and dates for gigs and events
- Went to meetings with Student Government Association to try and secure funding for the group
- Arranged six part harmonies of modern day pop and alternative songs to perform that fits the groups vocal ranges and abilities
- Helped prepare group for the ICCAS (International Championship of Collegiate Acapella)

Treasurer of MEISA

- Worked with advisors to request purchases and make phone calls outside of doing budgets for Student Government
- Created flyers and filled out paperwork in a timely matter, and just always be there to lend an extra hand.
- Kept track of records regarding money and members of the organization

CAP Coordinator and Purchasing Chair of Delta Phi Epsilon

- Worked with LT, primarily VPO and President, to assist with the fulfillment of IHQ CAP Paperwork assessment.

- Attended LT CAP Meetings, keeping documentation of events, counting attendance

- Purchased supplies needed to create events