

Janny K Hargrave

JannyKosin@gmail.com (702) 768-2253

SUMMARY:

- Bilingual, outgoing, and reliable marketing assistant with 5+ years of experience
- Exceptional detail-orientation, problem solving, and goal-driven skills
- Strong organization and prioritization skills with handling multiple projects and shifting priorities
- Commitment to continuous learning in technology and professional development

KEY SKILLS:

Customer Service	Web Development	Research
Collaboration	Designing	Adaptability
Multitasking	Organization	Administration
Marketing	Presentation	Time management

EXPERIENCE:

- **Tech Convention Specialist:** Victory Marketing Agency February 2017 - March 2020
 - Contributed to the successful day-of execution of registration, attendee liaison, and onsite coordination of strategic events for clients across US, including AWS, Cisco, and Google
 - Interacted with customers and demonstrated a company's product or services, resulting in increased customer participation and satisfaction throughout events
- **Events Specialist:** Treasure Island Hotel & Casino October 2014 - January 2017
 - Coordinated across hotel of 3000 rooms and 150+ employees to execute successful strategic events for brand and company promotion
 - Engaged with customers at events in order to generate product excitement, raise brand awareness, and boost sales
- **Documentation Specialist:** SolarCity November 2013 - July 2014
 - Interfaced in a cross-functional environment with Sales and Installing teams to ensure complete and high-quality delivery of solar panels, resulting in improved customer experience
 - Troubleshooted and resolved issues related to document corruption and inconsistent styles, in order to ensure accuracy in formal documentation

EDUCATION:

- PunchCode by Tech Impact: Full-Stack Software Development Bootcamp, Las Vegas, Nevada 2020
- University of California, Irvine: Certificate Program in Marketing, Irvine, California

LANGUAGE:

- Thai (advanced)