

Nina Barnett

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EDUCATION

Bachelor of Art in Interdisciplinary Studies Candidate

University of Missouri – Columbia, MO

August 2018-December 2022

EXPERIENCE

Administrative Assistant

Barnett Services

August 2015 – Present

Chicago, IL

- Add new material to file records or create new records as necessary
- Create invoices for designated client services

Social Media & Graphic Design Artist

Studio Imani

July 2019 - Present

Chicago, IL

- Design and build company website, periodically making alterations and updates
- Manage company email, social media pages, and posts
- Create logos for company branch-off services
- Provide marketing ideas and solutions for the team

Graphic Design Artist

Pro Bono Work

July 2021 - Present

Unspecified location

- Perform freelance work for clientele
- Create custom logos and branding concepts

Youth Development Professional

Boys & Girls Clubs of America

October 2020 – March 2021

Columbia, MO

- Influence and mentor the children while program planning enjoyable and educational activities
- Supervise and manage afterschool activities including sports, education, arts, and meals

Style Expert

Target

June 2019 – August 2020

Columbia, MO

- Assist Customers and provide excellent customer service
- Work with style team to distribute truck items, re-shop clothing, and maintain a clean workspace

NON-FOR-PROFIT EXPERIENCE

- “Zenith Dance Company” volunteering
- “Praize Productions, Inc.” volunteering
- “Mission Feed the Homeless First” community service
- “Western Springs Park District Halloween Bash” volunteering
- “Project You” volunteering
- “FOCUS” community service
- “Langston Hughes Elementary School” Volunteering

Additional Skills

- Conversational with Spanish, but not fluent
- Hairstylist

QUESTIONS

Should I add a career objective?

Should I mention my hair business as experience instead of an additional skill?

How can I minimize my job descriptions while also making them sound more professional?