

Jada Ceminsky

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Objective: To obtain a internship where I can apply the skills and knowledge gained from my previous positions, while further developing my professional abilities.

Education

University of Minnesota , Duluth, MN Major: Marketing and Graphic Design	August 2024 - Present
Mankato East High School , Mankato, MN Graduated with Honors	Graduated June 2024

Skills

- Strong Organizational Skills
 - Adaptable
 - Dependable
 - Collaborative
 - Oral & Written Communication
 - Creative

Work History

Kato Cable, Mankato, MN
Production Specialist I
- Assembled wire harnesses
- Prepped jobs
- Quality control
June 2023 - August 2025

Receptionist Intern	June 2024 - August 2024
<ul style="list-style-type: none">- Greeted incoming visitors and customers- Answered and directed incoming calls appropriately- Maintained Excel spreadsheets for tracking and analysis of customer information- Made copies for team members- Maintained cleanliness of reception area, creating a welcoming inclusive atmosphere for all	

Jada's Cakes , Madison Lake, MN Owner/Baker	May 2021 - August 2024
- Entrepreneurial start-up, Certified Cottage Food Producer - Created custom cupcakes, cakes, and cookies for clients - Developed and maintained strong relationships with clients, resulting in repeat business and referrals - Oversaw and managed business expenses	

Greater Mankato Growth, Mankato MN February 2023 - June 2023
Sports and Special Events Intern
- Assisted in event planning
- Business outreach through phone and email
- Contributed to content creation for social media posts

Ecumen Pathstone Living, Mankato, MN	January 2022 - March 2023
Dining Assistant	
- Provided efficient and friendly dining assistance to residents	
- Took orders and served food in a timely manner	
- Maintained overall cleanliness, including sweeping, mopping, and sanitizing surfaces consistently	