

Jada Ceminsky

507-514-7990 • jadaceminsky@gmail.com • www.linkedin.com/in/jada-ceminsky

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

August 2024 - Present

Major: Marketing and Graphic Design

Mankato East High School, Mankato, MN

Graduated June 2024

Graduated with Honors

Skills

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

Work History

Kato Cable, Mankato, MN

June 2023 - August 2025

Production Specialist I

- Assembled wire harnesses
- Prepped jobs
- Quality control

Receptionist Intern

June 2024 - August 2024

- 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

May 2021 - August 2024

Owner/Baker

- 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