

# FRANCESCA JENKINS

## PROFILE

A self-starter and quick learner. Versatile skill set with experience in desktop support, design, and front end web development.

## EDUCATION

**Portland State University**  
B.A. Public Health  
2012 - 2015

## CONTACT

**Email:**  
mjenkinslindsay@gmail.com

**Location:**  
Austin, TX

## EXPERIENCE

### Personal Trainer

Austin Fitness Center | May 2016 - Present

- Coach clients with a range of different fitness goals;
- Write and execute comprehensive training programs based on client goals;
- Track client progress;
- Instruct correct exercise form; and
- Provide nutritional information and/or additional support as needed.

### Desktop Support

Portland State University | Aug 2013 - Oct 2015

- Provided tier 1 hardware, software, and network technical support in person and over the phone to PSU faculty and student body;
- Troubleshoot hardware, software, and network issues;
- Set up new accounts and reset user passwords for new and returning students and faculty;
- Create and access incident tickets as needed; and
- Completed wide format printing project work orders.

## SKILLS

- Illustrator ●●●●●
- InDesign ●●●●●
- Google Drive ●●●●●
- HTML/HTML5 ●●●●●

- CSS/CSS3 ●●●●●
- Design ●●●●●
- Problem Solving ●●●●●