

# Jackson Jones

Motivated professional with a strong focus on communication in order to maintain a positive work environment . Over 5 years of experience in business operations with expertise in management and communications

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## EDUCATION

### University of Kansas, Lawrence — *Bachelor of Arts in Film and Media Studies ( with an emphasis on Production)*

August 2017 - July 2021

- Class Honor Roll 2017 -2021
- 3.88/4.0 GPA

## EXPERIENCE

### Jerry's Nursery & Landscaping, Kansas City — *Landscape Lead*

MONTH 2016 - PRESENT

- Manage business needs by communicating with vendors in order to maintain inventory and achieve the best results possible.
- Conduct in-person or over the phone meetings in order to find new business opportunities and to stay as up to date as possible.
- Landscape or maintain grounds of property using hand or power tools or equipment
- Advise, sell, and install for the customer in order to give them the best possible experience.

### Apple, leawood— *Specialist*

August 2021 - February 2022

- Help to create excitement and passion around all Apple products.
- Create lasting relationships with customers in order to find the right solution that best fits their needs.
- Advise, sell, and set up products for the customer in order to give them the best possible experience.
- Maintain visuals and displays within the store and assist team members whenever possible.

### Connection, Remote — *Account manager*

August 2022 - February 2023

- Conducting both internal and external calls (some are hour-long meetings with existing clients or 5-minute calls to new potential clients)
- Checking on orders/backlogs
- Attending training on new tech
- Collaborating with resources and strategizing with vendor partners

## Professional Skills

Adobe Premier Pro

Final Cut Pro

Lightroom

Photoshop

Adobe After Effects

Google Workspace

Microsoft Office

Youtube

## Personal Skills

Leadership

Time Management

Ambition

Creativity

Communication

Adaptable

Customer Service

Attention to detail

