

# Jaie Visha Parker

Creative Assistant

Port Lavaca, TX • (361) 920-2933 • jaievishaparker@gmail.com

Facebook: J. Amerson Photography

Portfolio Coming Soon

## Professional Summary

Motivated and detail-oriented creative professional with strong organizational, marketing, and administrative skills. Skilled in content creation, social media management, and client communication. Passionate about blending creativity with structure to bring ideas to life through visually engaging projects and well-executed support.

## Key Skills

- Client Relations
- Social Media Management
- Canva & Adobe Creative Suite
- Content Creation
- Microsoft 365 & WordPress
- QuickBooks & Scheduling
- Email Marketing
- Data Entry & SEO Basics
- Team Collaboration

## Experience

### Client Relations / Marketing Support (Remote)

The Levey Law Group | 2023 – 2025

- Assisted with client onboarding, updates, and feedback tracking.
- Supported social media content and newsletters to strengthen online presence.
- Managed scheduling, documentation, and team communication.

### Freelance Design & Administrative Work

Self-Employed | Ongoing

- Created branded graphics and managed online pages for local businesses.
- Coordinated small-business admin tasks including email, billing, and social media.

## Education

### Bachelor of Science in Information Technology

Strayer University | 2021

### High School Diploma

Mohave High School

References available upon request