

Jordyn Keller

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Education

2018-2020	Bachelor of Science Web Design & Development, Lewis-Clark State College
2015-2017	Bachelor of Science Business Administration-Marketing Minor, Lewis-Clark State College
2015-2017	Associate of Arts Liberal Arts, Lewis-Clark State College
2013-2015	Associate of Science Business Administration, North Idaho College

Skills/Proficiencies

- Microsoft Office including; Word, Excel, PowerPoint and Outlook
- Intro and Intermediate Accounting Courses
- Computer Languages including; HTML, CSS, JavaScript, SQL
- Adobe Illustrator and Adobe Photoshop
- Experience in working with WordPress
- Deployment of websites using GitHub and Netlify
- Developing and maintaining eCommerce websites
- Put together Social Media Marketing Strategies and Campaigns
- Developing and managing marketing activities and events

Experience

August 2016-Present	Customer Service/Marketing, SURVIVE!, LLC	Kellogg, ID
<ul style="list-style-type: none">○ Responsible for maintaining a high level of professionalism with customers○ Maintain all social media accounts, company newsletter, and blog○ Coordinate and manage promotional and advertising activities○ Update and maintain company website○ Answer incoming customer calls and emails regarding billing issues, product problems, order inquiries, service questions, and general customer concerns○ Packing and shipment of customer orders		
August 2012-June 2016	Restaurant Manager, Hill Street Depot (Pub)	Kellogg, ID
<ul style="list-style-type: none">○ Supervised and implemented potential profit increases○ Coordinated promotional events for the business○ Organized staff schedules○ Encouraged productivity of personnel○ Managed, and worked alongside, kitchen and wait staff○ Placed food and beverage orders		

References

- **(Available upon request)**