

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**, *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

- 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 and Social Media Accounts
- Coordinate Marketing Strategies and Campaigns
- Developing and managing marketing activities and events

Experience

April 2019-Present **Executive Project Manager**, *Hagadone Media Group* Coeur d'Alene, ID

- o Ultimate oversight and communication responsibility for Strategist, Inside Sales and Advertising Coordinators
- o Responsible for accurate project data entry and effective creative development
- o Ensure timely submission and delegation of all marketing materials and tasks sold for campaigns
- o Demonstrate prompt, fair, decisive and courteous actions in handling project communications
- o Insure staff meets deadlines
- o Manage communication between departments and delegations of tasks

August 2016-April 2019 **Customer Service/Marketing**, *SURVIVE!, LLC* Meridian, ID

- o Responsible for maintaining a high level of professionalism with customers
- o Maintain all social media accounts, website, company newsletter, and blog
- o Coordinate and manage promotional and advertising activities
- o Answer incoming customer calls and emails regarding billing issues, product problems, order inquiries, service questions, and general customer concerns
- o Packing and shipment of customer orders

References

(Available Upon Request)