

TAYLOR JACKSON

taylor.jackson1317@gmail.com

201-602-2901

Montclair, NJ 07042

EDUCATION

New Jersey Institute of Technology, Newark, NJ

Expected Graduation Date: December 2019

Theater Arts and Technology, Business Minor

Cumulative GPA 3.95

Relevant Coursework: Principles of Marketing, Fundamentals of Corporate Finance, Roadmap to Computing, Introduction to Information Technology, Introduction to Website Development

Howard University, Washington, DC

August 2013 – May 2016

Management

Relevant Coursework: Introduction to Finance, Principles of Finance Accounting, Business Communications, Management Information Systems, Business Statistics, Management and Organization Behavior, Business Law

Montclair High School, Montclair, NJ

September 2009 – June 2013

High School Diploma

RELEVANT WORK EXPERIENCE

Jersey City Theater Center, *Production Intern* – Jersey City, NJ

September 2019—Present

- Draft grant applications totaling over \$700,000 to fund community-oriented programming.
- Manage the entire production planning process, including marketing, budgeting, scheduling, donor management, artist contracts, and community outreach for five productions.
- Plan, design, write, and execute digital marketing campaigns directed toward over 5,000 email subscribers, including donors, members, local businesses, and event attendees, as well as the general public.

Office of Purchasing, *Intern* – Essex County of NJ

January 2019—Present

- Communicate with over 100 assigned vendors via telephone and email regarding work and payments.
- Ensure vendors are compliant with state/federal laws by processing W-9 forms and business registration certifications for all vendors that work with the county.
- Coordinate with eleven department leaders across the county and prepare purchase requisitions and orders on their behalf.
- Manage vendor information and perform additional purchasing functions using MSI municipal software.

Bloomington's, *Sales Professional* – Wayne, NJ

October 2016 – March 2017

- Built customer relationships and loyalty through authentic, personal interactions.
- Provided clients with product knowledge and recommendations based on their unique needs.
- Worked as part of a team to consistently exceed individual, department, and store goals for sales and new accounts.

Howard Homecoming Steering Committee, *Treasurer* – Howard University

November 2014 – December 2015

- Led meetings with artist managers, community leaders, organizations, sponsors, staff and other key stakeholders.
- Developed and managed a budget of nearly \$400,000 to cover a total of eleven events, including a 5K run/walk, fashion show, three concerts, and more with total attendance of over 100,000 people.
- Collaborated on a digital marketing campaign that reached a digital audience of over 300,000 followers.
- Sourced, approved and processed over 350 invoices and purchase orders.
- Planned and executed logistics for the eleven events.

KPMG, *Advisory Intern* – New York, NY

June 2015—August 2015

- Launched the firm's new internal collaboration software with a dedicated team.
- Interpreted and analyzed data on tool usage within the software to improve its usability and effectiveness.
- Communicated project information to the firm's leadership and employees via detailed presentations and memos.
- Wrote and proofread several sections of the tool's technical manual.

SKILLS AND INTERESTS

- | | | |
|---|-------------------------------------|-------------------------------|
| • Project Management | • Git, HTML, and CSS/Less | • Customer Experience Design |
| • Budgeting and Financial Analysis | • Basic JavaScript, Docker, Node.js | • Research and Data Analysis |
| • Digital/Interactive Marketing | • Graphic Design | • Organization |
| • Copywriting and Content Writing | • Event Management | • Community Outreach |
| • Advanced Proficient in Microsoft Office | • Written and Verbal Communication | • Storytelling |
| • Adobe Photoshop | • Public Speaking | • Playwriting and Performance |