

# Jami Downs

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[mdowns1999.github.io/jami-downs-portfolio/](https://github.com/jami-downs-portfolio/)

## Education:

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### Associate of Applied Science in Professional Studies

Jan 2022 – April 2024

*Brigham Young University – Idaho*

Rexburg, ID

- Minored in Communication.
  - Focused on Digital and Social Media
    - Certified in Email Marketing
    - Used Campaign Monitor and Benchmark to create and send emails.
    - Certified in Digital Marketing
    - Used Google Ads, Facebook, and Instagram to market digitally.
  - Gained general communication skills
    - Able to write and speak to different audiences
    - Understand design principles and strategies
  - Produced quality images
    - Learned how to use a Cannon camera as well as Adobe Photoshop and Camera Raw.

## Work Experience:

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### Team Lead/Peer Advisor

Sep 2022 – April 2024

*Career and Academic Advising at Brigham Young University - Idaho*

Rexburg, ID

- Assisted many students with class planning, changing majors, and other needs to help towards graduation.
- Advocated for current and former students to overcome complicated situations
- Instructed other advisors by giving weekly training as a team lead.
- Completed assigned projects and helped assist other coworkers to complete assigned projects.
- Complied with FERPA laws by protecting students' information.

### Decal Designer

Dec 2020 – Dec 2021

*The Sticker Mafia*

Boise, ID

- Communicated with customers in person and over email in a professional manner.
- Designed products based on customers' needs bring their vision to life.
- Maintained kiosk by keeping it clean and organized to attract customers and work efficiently.
- Learned how to use vector programs and how to process numerous orders to achieve over \$1,000 in sales per day.

### Seasonal Associate

Sep 2021 – Dec 2021

*Bath and Body Works*

Boise, ID

- Communicated with customers to answer questions and direct them to specific products.
- Balanced two work schedules with schoolwork to leave time for personal activities after each shift.
- Operated register and resolved customer issues and complaints.
- Cleaned and organized the store to keep a positive environment for customers.