

# Jami Downs

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## Education:

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### Bachelor of Science in Communication

Jan 2022 – Present

*Brigham Young University – Idaho*

Rexburg, ID

- Studied communication with an emphasis in digital and social media.
- Contributed to the social media presence for a local company for three months, producing two to three posts a week.
- Composed various writing pieces for different audiences including creative and professional writing.
- Experienced with Adobe programs, especially Camera Raw and Photoshop to produce quality work.
- Learned general communication skills such as public speaking and intrapersonal conversations.

## Skills:

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- Certified in email marketing.
- Created marketing emails through Campaign Monitor.
- Familiarized myself with various Meta programs: Creative Hub, Business Suite, and Ads Manager.
- Composed both paid and organic reels and newsfeed posts for both Facebook and Instagram.
- Captured quality photos and edited them using Adobe programs to create professional grade images.

## Work Experience:

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### Peer Advisor

Sept 2022 – Present

*Academic Advising at Brigham Young University – Idaho*

Rexburg, ID

- Assisted many students with class planning, changing majors, and other needs to help towards graduation.
- 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 keeping students' information confidential.
- Overcame complicated situations to help students solve problems and reach graduation.

### Decal Designer

Dec 2020 – Dec 2021

*The Sticker Mafia*

Boise, ID

- Communicated with customers in person and digitally and responded promptly.
- Designed products based on customers' needs to design a quality product and bring their vision to life.
- Maintained kiosk by keeping it clean and organized to attract customers and work efficiently.
- Learned software programs and how to process numerous orders to achieve \$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 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.