

Meredith Jones

Philadelphia, PA

meredithjonesp@gmail.com

610-213-XXXX

Objective:

To work for an organization where I can apply my managerial skills and web development education.

Authorized to work in the US for any employer

Work Experience

Website Content Manager, Freelance

Red Flag Media - Philadelphia, PA

February 2020 to Present

- Publish monthly stories from Grid Magazine on the publication's website.
- Maintain and fill the online monthly events calendar.
- Proofread and post all monthly blog stories along with corresponding photography.
- Troubleshoot website issues as necessary.

Manager

The Greeks Next Door, Craft & Draft Beer To Go - Narberth, PA

July 2012 to January 2020

- * Engage with customers to fulfill any inquiries and special orders.
- * Manage all staff recruitment, hiring, training and weekly schedules.
- * Plan and maintain budget on a monthly basis.
- * Strategically select and implement all advertising efforts.
- * Handle all weekly orders and inventory maintenance.
- * Research industry trends, laws, and trajectory.

Office Manager

Clean Water Action - Philadelphia, PA

July 2011 to January 2013

- * Maintained and produce daily records of fundraising data.
- * Implemented all elements of personnel recruitment plan.
- * Conducted telephone and face-to-face interviews with potential staff.
- * Maintained Organization's social media outlets.
- * Tracked and reported weekly and monthly budget information.

Office Administrator

Leisure Concepts Mgmt - Cynwyd, PA, US

January 2008 to January 2009

- * Prepared Company budgets and financial reports.
- * Maintained inventory, and order all supplies for the office.
- * Assisted with accounts payable and receivable.
- * Worked directly under the CFO and Office Manager to execute day to day office operations.

Education

Penn LPS Coding Boot Camp in full-stack web development

University of Pennsylvania LSPS - Philadelphia, PA

November 2020 to Present

BA in International Business & Culture

Arcadia University - Glenside, PA

2007 to 2011

Skills

- Excel (7 years)
- Microsoft Excel (7 years)
- Microsoft PowerPoint (7 years)
- Microsoft Word (10+ years)
- PowerPoint (Less than 1 year)
- training (7 years)
- Word
- Inventory Management
- Operations
- Scheduling
- Inventory
- Marketing
- Sales Experience
- retail sales
- Content Management
- Web Development

Certifications and Licenses

Driver's License

Additional Information

COMPUTER SKILLS

- * Microsoft Word
- * Microsoft Excel
- * Microsoft PowerPoint
- * FileMaker Pro