Meredith Jones

Philadelphia, PA
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Objective:
To work for an organization where I can apply my web development education and managerial skills.

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.

Education

Certificate in Full-Stack Web Development.

University of Pennsylvania - Philadelphia, PA
November 2020 to February 2021

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
- HTML5
- Digital Marketing
- CSS
- JavaScript

Certifications and Licenses

Driver's License

Additional Information

COMPUTER SKILLS
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- FileMaker Pro