

Jadaiyah English

973-592-5715 englisj3@tcnj.edu

[linkedin.com/in/jadaiyah-english-3b20a1232](https://www.linkedin.com/in/jadaiyah-english-3b20a1232)

EDUCATION

Glen Ridge Highschool

June 2021

The College of New Jersey, Ewing, NJ

Expected May 2025

Bachelor of Visual Arts

Specialization: Graphic Design

Minor: Communication Studies and Marketing

GPA: 3.362/4.0

AWARDS & ACHIEVEMENTS

Dean's List, Fall 2022

WORK EXPERIENCE

Summer Camp Counselor, Jeff Lake Camp, Livingston, NJ June 2022 - August 2022

- Assigned a group of 16 kindergarten girls along with 2 counselors
- Tasked to follow a schedule for that day and keep the campers engaged and happy
- Coordinated with division head with any troubles concerning campers

Administrative Assistant, KEWQ, East Orange, NJ, January 2021 - June 2021

- Supported the CEO as a part-time assistant
- Performed administrative duties such as filing and bookkeeping on a day-to-day basis via Google Drive
- Improved the overall efficiency of the company by maintaining the monthly budget of \$30,000 - \$40,000
- Reviewed, sorted, and distributed incoming mail

8U girls softball team May 2019 - June 2019

- Volunteered as a coach for the team
- Tasked to show a group of 3-4 girls different warm-ups and drills for throwing and fielding

Gate Guard, Glen Ridge Community Pool, Glen Ridge, NJ, June 2018 - June 2021

- Insured that the capacity of the attendance did not exceed the daily limit
- Surveyed the area for any trash and maintained a safe environment
- Defined the needs of the patrons when asked

Girls Club member, Girls Club of Glen Ridge, Glen Ridge, NJ, September 2017 - December 2021

- Volunteered in community events throughout the year
- Participated in food drives, clothing drives, and baking for fundraisers for the community
- Coordinated end of the year formal dance for all members of the club

ON-CAMPUS ACTIVITIES AND COMMUNITY INVOLVEMENT

- Toni's Kitchen, Volunteer, Glen Ridge January 2023
- TCNJ VOTES!, Volunteer, TCNJ October 2021

SKILLS

- Canva and Google Drive (Beginner Level)
- French (Beginner Level)
- Adobe Suite (Photoshop, Illustrator, Indesign) (Beginner)
- Procreate (Beginner)