Janelle Jones

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If I may have your attention for the next 30 seconds, allow me to introduce my self. Hello my name is Janelle Jones. I write to you today because I am interested in becoming a part of your company. I believe I would be a perfect fit because I am a creative and hardworking individual that is dedicated to figuring out new and unique ways to solving problems. I am a well-rounded person that has a team player attitude, strong writing ability, and can handle numerous things at once. I have a history of working in marketing, PR, design, and entertainment for well-known companies. I worked at The Source Magazine as a design assistant for the Marketing and Art department. I was in charge of photo research, scheduling appointments, and attending meetings for new promotional ideas for the magazine. I contacted media contacts for the brand, had to handle numerous tasks simultaneously, & and help administrate our social media platforms.

Why should you choose me for this position? Besides my work ethic, great attitude, and ability to take control on projects. I am the brightest star in the sky waiting for you to give me my chance to shine. Your company is well known and I believe I can grow successful with you. If given the opportunity I hope I can show my leadership skills and make a future with your brand. I am willing to relocate to make my future and yours a successful one. Thank you for your time. Hope to meet you soon.

Sincerely,

Janelle Jones

**Resume:**  
**OBJECTIVE:** To obtain a position that utilizes my creativity in design, communication skills and diverse experience in an environment that allows for stimulation and growth

**EDUCATION**

**Kean University- Union, NJ** BFA: Visual Communication in Graphic Design May 2008 Minor in Advertising

**Morgan State University, - Baltimore, MD** Liberal Arts 2002-2003

**SKILLS**

Communication skills both internally and externally, Creative concept generation, advertising art direction, copywriting, creative branding strategy, brand identity &branding, promotional design, Adobe Creative Suite & Quark, Microsoft Office, Team player attitude, ability to handle numerous tasks simultaneously

**INTERNSHIPS**

**Eclecollective Magazine (New York, NY) 03/2012-01/2014**

**Assistant Photographer/Creative Editor**

●Attend regular events to photograph for the magazine.

●Design and create magazine layouts

●Help edit articles for the magazine

●Promote and create brand awareness for the magazine

The North Star Group (The Source Magazine)- New York, NY 12/2010-09/2011

Design Assistant to Advertising and Sales Department

●Organized data in excel sheets, ran errands, and calls for subscriptions ●Call extensive media contacts for the brand  
●Designed press kits for promos and helped host events for the magazine   
●Attended daily meetings regarding growth of the brand ● Designed Power Point presentations & One Sheets for Events held by the brand ●Administrated Facebook and Twitter and coordinated street events.

**Bauer Media Group (INTouch Magazine)- New York, NY 11/2008-02/2009**

**Marketing Assistant**

**●**Filed papers, ran errands, attended meetings for new ideas for magazine,   
**●**Designed daily projects for promos in magazine **●**Performed web research for stock photograph and scheduled appointments

**K.E.V.I.N. INC. (Non Profit Organization) 08/2012- Marketing Director/ Event Coordinator**

**●**Design and organize all marketing materials for foundation

**●**Attended weekly meeting **●**Organize and raise awareness of programs

**●**Host events for the foundation

**EXPERIENCE**

**Retail Sales Rep**

**Verizon Wireless- Freehold NJ 07/2013-**

**●** Analyze customers needs and present value-added solutions

**●** Inspire and excite customers about how our solutions can impact their lives

**●** Deliver the best product set up and coaching experience possible

**●** Maintain weekly and month goal expectations

**Maestro/Graphic Designer Converse (Nike Inc.)**

**Customization Design Specialist- Paramus NJ 06/2013-**

**●** Ambassador for customization for the converse brand

**●** Visually help customer transform their ideas into a customization product

**●** Greet and assist customers in purchasing and choosing merchandise

**●** Organize and stock merchandise

**●** Handle cash payments

**●** Assemble help maintain new marketing displays

**Community YMCA**

**Art Instructor – Red Bank Nj 06/2013-06/2014**

**●** Organize and guide art projects in classroom setting

**●** Teach knowledge and skills in group setting and individual instruction of projects

**●** Allow the students opportunity to express themselves through art.

**●** Instruct students in proper care and use of tools and equipment

**Harrogate 04/2000-01/2015 Supervisor- Lakewood, NJ**

**●** Maintained and guided staff of 17 or more in a fast pace environment **●** Ability to handle high pressure situations with poise and confidence Handled residents needs and concerns **●** Served residents in a fine dining setting **●** Organized files and trained new employees **●**Assisted in bartending private parties and assist in leisure activities

**MSNBC****Brand Ambassador / Creative Artist 10/2012-11/2012** New York , NY (Rocafeller Center) October 2012- November 2012

* Educated and instructed clients on how to use Windows 8 at its initial launch.
* Created Caricature drawings on new software for 2012 presidential election

**Applebee’s 07/2004-02/2007**

**Supervisor/Bartender- Newark, NJ**

**●** Help set up interviews and do paper work for new employees

**●** Multi tasked in a fast pace environment

**●** Ensured the happiness of customers

**●** Resolved customer concerns in a timely manner

**●** Managed staff of 20 or more

**Verizon Wireless via Flextronics 05/2007-8/2011 Customer Service Technician- Toms River, NJ**

**●**Assist customers in troubleshooting wireless phones **●** Conducted classes on the use of devices **●**Maintained weekly and monthly sales goals