

Jennifer R. Jackson

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OBJECTIVE

Seeking a full time position in Public Relations, Marketing, or Event Management utilizing my academic knowledge, people skills, and professionalism.

QUALIFICATIONS

- Strategic planning, teamwork, project management, and leadership skills.
- Dependable, responsible, organized, and trustworthy.
- Strong ability to communicate effectively.
- People-oriented and affable.
- Strong belief system.

EDUCATION

Lee University, Cleveland, TN

Bachelor of Arts in Communications, Cumulative GPA 3.50, Graduated May 2007; National Dean's List

WORK EXPERIENCE

March 2007-August 2008

Church of God International Offices, Public Relations and Conference Management Assistant – Cleveland, TN

Assist in all Public Relations and Conference Management for the Church of God worldwide. Responsible for booking meeting space, working with groups and departments in the planning and executing of their event, working with caterers and hotels in meal functions, and giving tours of the International facilities. Assist in overseeing 20,000 hotel room nights, meal functions, and meetings for the International General Assembly Conference in San Antonio, Texas. Compose and anchor weekly online newscast for Faith News Network. Assist in maintaining the Church of God website.

May 2005-August 2005

WFTX Television Station-Fox Affiliate, Ft. Myers, FL

Two hundred hour summer internship. Shadowed on-field reporters, assisted in interviews, composed VO's and VO SOT's for anchors, edited packages, ran teleprompter, and assisted in floor directing during newscasts.

August 2004-May 2007

Work to offset college expenses included the following Lee University jobs:

The Admissions Office, Advancement Force

Student liaison to potential Lee University students. Responsible for giving campus tours, making phone calls to prospective students, and distribution of correspondence from the admissions office. Assist Admissions Counselors with various projects and data entry.

The Office of Global Perspectives

Serve as a Travel Guide for the Global Perspectives/Study Abroad Program. Assist a faculty member in preparing students for studying abroad and engaging in other cultures. Responsible for class discussions, grading assignments, and keeping a record of class attendance.

Summers 2001-2005

Royal Corinthian Homes / J.L. Wallace, Inc. – Ft. Myers, FL

Worked for area Southwest Florida Construction Management Firm. Responsible for answering the phone, greeting customers and subcontractors, filing documents, organizing and circulating plans, collecting and assembling bids from subcontractors, and sending large mail outs.

ACTIVITIES AND HONORS

- Student Leadership Council, 2003-2004; Special Events Committee
- Lee University Campus Choir, 2004-2006; Public Relations Committee
- Delta Zeta Tau, 2004-2007; Biographer, Vice President, Senior Member, Induction Chair
- Big Pal / Little Pal at Blythe Bower Elementary, 2004-2007
- Lambda Pi Eta Communications Honor Society, 2006-2007
- Crowned Lee Universities Miss Parade of Favorites 2007

References Available Upon Request.