

JADA A. SMITH

2 Email: SAlexisJ99@gmail.com

EDUCATION:

August 2018 – Present

Old Dominion University - Norfolk, VA

- Cinema Production Major | Bachelors of Arts & Letters (*Graduation December, 2022*)
- Reinstated the Film Club as a Vice President who creates a constant community and events to keep like minded individuals engaged with the club through managing the club's Discord.
- Worked as a Production Assistant and Casting Assistant for a professor's feature film.
- An active member of the organization "Queen In You" whose values promote women empowerment and growth.
- Chief Editor for two senior short film projects that were presented in the school's film showcase.
- Awarded ODU's Academic Crown Scholarship.
- Met the academic requirement for the Dean's List multiple semesters.

WORK EXPERIENCE:

August 2019 – Present

Resident Assistant - Old Dominion University - Norfolk, VA

- Creates a welcoming community by designing bulletin boards and door decorations.
- Assisting with front office management and packaging.
- Developing leadership skills by creating monthly events, offering mentorship and school advice.
- Responds to crises by providing conflict resolution and giving detailed reports to supervisors.
- Manages the Resident Assistant Delegation's Instagram page as an Eboard member.

June 2019 – March 2020

Windsor Clothing Store - Woodbridge, VA

- Organized clothing and setting up mannequins to show the up to date trends.
- Assisted in managing the store's inventory.
- Maintained a friendly environment to deliver great customer service.

May 2018 – June 2019

Cold Stone Creamery - Woodbridge, VA

- Established good communication to customers in the store.
- Improved time management to produce orders efficiently.
- Assisted store manager with opening and closing routines.

COMMUNITY INVOLVEMENT: Clothing Bank - Norfolk, VA | Food Bank - Dumfries, VA | Community Clean Up - Woodbridge, VA | Feeding the Homeless with H.O.P.E Foundation Inc. - Norfolk, VA

SKILLS: Experience in editing softwares. (*Adobe Premiere Pro & DaVinci Resolve*) | Can work independently or in a group. | Can utilize social media platforms. (*Twitter, Instagram and TikTok*).