

Janae Jackson

janaej16.jj@gmail.com | 434-294-0810 |
www.linkedin.com/in/janae-jackson | Twitter: @JanaeJackson__

Professional Summary

An extremely motivated college alumna with over 3 years of experience providing customer service through educational programming, events management, and public relations work that seeks to grow professionally where these skills can be applied for continuous improvement.

Volunteer & Community Involvement

- Cystic Fibrosis Foundation Fundraiser Volunteer and Advocate June 2018 – Present
- Pulseras y Cuarzos Student Fundraiser March 2017
- Soles4Souls College Student Collector September 2016

Selective Accomplishments & Coursework

- Assisted ODU's Strategic Communications Department in creating social media content
- Encouraged pregnant teens at the Women's Centre of Jamaica Foundation to develop healthy self-esteem practices (Study Abroad)
- Diversity – Human Services

Education

Bachelor of Arts in Communication, Public Relations
Old Dominion University, Norfolk, VA

(May 2020)

Work Experience

Marketing Assistant

Next Generation Solutions; Raleigh, NC

November 2020- January 2021

- Engaged in fundraising for multiple non-profit partners
- Trained new marketing assistants in fundraising skills
- Interviewed and participated in hiring new marketing assistants

LeADERS Student Ambassador

Old Dominion University; Norfolk, VA

June 2019-May 2020

- Promote LeADERS Program to individuals and groups during service fairs, presentations, and events
- Conduct research on LeADERS, high-impact practices, and effective methods of communication
- Assist in planning, organizing, and maintaining events, workshops, and other special projects

Radio/TV Producer Intern

WHRO Public Media; Norfolk, VA

August 2018-December 2018

- Conducted research on National Historic Landmark, The Attucks Theatre
- Executed interviews for Mind Over Manners podcast series
- Associate produced Another View Radio Show

Public Relations Intern

Generation Outreach; Rochester, NY

December 2017- December 2017

- Contacted administration of various schools/organizations to introduce contractual agreements
- Executed promotions on Rochester Free Radio
- Contacted local vloggers for promotional purposes and developed spreadsheets for documentation in conjunction with the CEO

Mosaic Center Event Coordinator (formerly known as Intercultural Programs)

Shenandoah University; Winchester, VA

January 2017-May 2017

- Composed, revised, and proofread google docs and spreadsheets
- Executed promotions for Cultural Heritage Celebrations, Self-worth Events, and LGBTQIAP+ programs
- Contacted clubs/organizations

Leadership & Skills

Choir Director, Renaissance Assembly Norfolk, VA

May 2019-August 2019

Conducted outreach initiatives, planned, and executed events, meetings, and rehearsals

Microsoft Office Suite, G – Suite, Social Media Applications (LinkedIn, Twitter, Instagram, Facebook)