

MARISSA L. JACKSON

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Ambitious, clever, detailed oriented worker who's not afraid to formulate creative solutions for the problems businesses face. After graduating from the University of Nebraska-Lincoln with a degree in Advertising and Public Relations, a minor in Sociology and Communications with an emphasis in Fashion. I have been searching for a position that would be the perfect fit for both myself and the company.

EDUCATION

AUGUST 2015

BA ADVERTISING AND PUBLIC RELATIONS

UNIVERSITY OF NEBRASKA KEARNEY

AUGUST 2018

BA ADVERTISING AND PUBLIC RELATIONS

UNIVERSITY OF NEBRASKA LINCOLN

JUNE 2023

WEDDING & EVENT PLANNING CERTIFICATE

METROPOLITAN COMMUNITY COLLEGE

SKILLS

- Sales
- Customer Service
- Adobe Creative Suite
- Microsoft Outlook
- Event Planning
- Marketing
- Strategic Planning
- Social Media
- Graphic Design
- Assisting

WORK HISTORY

NOV 2022 – CURRENT

ACCOUNT SPECIALIST, ELEVEN TWENTY-THREE

Communicating with different contacts from our account executive to our clients daily to schedule ribbon cutting, radio spots, promote our digital medias ads. I also conduct community marketing research for our agency's clients such as Scooter's Coffee, Fun-Plex, Re-Bath, Mutual 1st Federal, Opera Omaha, and La Casa Pizza. I also coordinate our work-related events and functions by using my event planning certificate.

FEB 2022 – NOV 2022

CLIENT COORDINATOR, MILAN LASER HAIR REMOVAL

Assisting clients with their scheduled appointments, payments, and custom quotes while providing the necessary information for them when it comes to their laser hair removal treatment. Also, maintained organized schedules and updated calendars for over 165 locations nationwide.

NOV 2017 – PRESENT**ADVERTISING CONSULTANT, EDUCATION REFUGE**

This organization started out as a student – ran club and has blossomed into the amazing non – profit it is today. I’ve been responsible for the inception and distribution of specific marketing materials pertaining to fundraising and awareness campaigns launched by the organization. Also, I’m partly responsible for the creation of the company website, layout, and overall design.

JUNE 2021 – FEB 2022**CLAIMS ADJUSTER, APPLIED UNDERWRITERS**

Responsible for coordinating proper adjustments of work comp insurance claims through multiple channels both internally and externally. Provide consistent and enjoyable customer service to insured workers, employers, attorneys, and medical providers on over 60 claims. Also, while simultaneously ensuring that their insurance claims are properly handled timely.

FEBRUARY 2021 – JUNE 2021**SERVICE MANAGER, HYVEE**

Responsible for assisting customers regarding merchandise questions, locating specific items, scheduling health appointments, as well as assisting other employees with any issues they may have. Additionally provided customers with service regarding enrollment into company promotional programs, listened to and provided solutions to customer grievances, and assigned roles for employees during the workday.

OCTOBER 2019 – FEBRUARY 2021**ISSUE/ENTRY SPECIALIST, WOODMEN LIFE**

Temporary associate position in which training of employees and prospective candidates was required on different internal policies and procedures. Additionally responsible for data entry of sensitive materials for both customers and company.

SEPTEMBER 2018 – SEPTEMBER 2019**TEMPORARY MARKETING ASSISTANT, CORNERSTONE & CELEBRITY STAFFING**

Responsible for ensuring creative projects were completed in a timely manner and assisted the Marketing Manager with multiple marketing items by using Adobe Creative Suite tools and resources. This position has been held in multiple career fields- from healthcare to banking and online inventory to real estate.

ACTIVITIES

In addition to doing volunteer work through Education Refuge, I also enjoy spending time travelling throughout the United States to broaden my horizons, as well as trying out new recipes in the kitchen to keep my routine fresh. Throughout my time in college, I engaged in several different team activities which helped me create lasting bonds with the people around me including group performances for homecoming, being a part of a student ran organization focused around South Sudan, and other extracurricular groups around campus. Through these different experiences, I was able to gain new perspective on different aspects of life, and learned valuable lessons about working together as a team, as well as ensuring that I’m on schedule and completing what needs to be done.