

# MARISSA 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 2018**

**BA ADVERTISING AND PUBLIC RELATIONS**

UNIVERSITY OF NEBRASKA LINCOLN

**AUGUST 2015**

**BA ADVERTISING AND PUBLIC RELATIONS**

UNIVERSITY OF NEBRASKA KEARNEY

**JUNE 2023**

**EVENT & WEDDING PLANNING CERTIFICATE**

METROPOLITAN COMMUNITY COLLEGE

## SKILLS

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

## WORK HISTORY

**DEC 2023 - CURRENT**

**COMMUNICATIONS CO-CHAIR, AMERICAN ADVERTISING FEDERATION OF NEBRASKA**

I'm currently the Communications Co-Chair for the American Advertising Federation of Nebraska and have been managing the social media posts from creative to copywriting since December 2023.

**AUG 2024 - CURRENT**

**VP OF PROGRAMMING, AMERICAN MARKETING ASSOCIATION**

This organization reached out to me directly about becoming one of their esteemed event planners for their multitude of events.

**DEC 2023 – JULY 2024**

**ASSISTANT MEDIA BUYER, CLARK CREATIVE GROUP**

I was placed on a few of the most billable client accounts such as MCC, Wayne State College, FAFSA Nebraska, Chadron and Peru State College, Reproductive Health Collaborative, etc. for a multitude of job assignments like proofing RFPs and proposals, doing tv and radio media buys, target and demographic research, copywriting, and paid social media management for Visit Omaha.

**NOV 2022- SEPT 2023**

**ACCOUNT SPECIALIST, ELEVEN TWENTY-THREE**

When I started this position I was pulled onto the highest billable account in the agency while maintaining course work for our other accounts like Scooters Coffee, Fun-Plex, La Casa Pizza, and Godfather's Pizza. Also, once I gained my event planning certificate I utilized my knowledge of event management to do event research and planning of work functions and other events. I have become a vital part of the team as an effective communicator, team player, and creative problem solver.

**FEB 2022 – NOV 2022**

**CLIENT COORDINATOR, MILAN LASER HAIR REMOVAL**

Assisted 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.

**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.

**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.