

# *Jessica Wright*

2700 North L Street, Midland, TX 79705  
jessw84@yahoo.com • 817-798-0460

## **Objective**

To obtain a position where my skills can be leveraged to provide positive results.

## **Qualifications Summary**

Highly motivated professional experienced in working in multi-role environments that demand strong communication, organizational, and people skills. Energetic, passionate, and enthusiastic attitude coupled with strong determination that provides a quality performance in all areas. Detail oriented and resourceful, successful in completing projects and able to multi-task effectively.

## **Education**

Dallas Baptist University, Dallas, Texas, Graduated May 2006

- BBA – Marketing
- Magna Cum Laude, GPA 3.73
- Deans List

## **Relevant Skill Examples**

### ***Communication and Marketing***

- Created & presented information designed to train and equip students for advanced studies
- Initiated and led meetings with students and parents regarding student performance problems
- Established electronic grading system for school and trained staff to use the new technology
- Created promotions through various communication outlets (i.e. radio announcements, flyers, web sites)
- Proficient in both Mac and PC operating systems (hardware and software)
  - MS Office (Excel, Word, PowerPoint)
  - Internet
  - Trouble shooting

### ***Organization and Project Management***

- Developed & implemented system to create student and teacher schedules for the 2007/2008 school year
- Planned and produced a concert with two bands and 800 fans, raising over \$3,000 for a non-profit organization
- Led research group and analyzed findings for Marketing Research and Analysis course work
- Successfully organized the posting of all teachers syllabi and class information on school web site

### ***People Skills***

- Engaged in daily contacts with current and prospective students in applications, interviews and other needs
- Skilled in mentoring and motivating with substantial background in high-school and college women
- Ability to act as mediator between people with all types of personalities and skill sets

## **Employment History**

<b>Teacher / Coach / Administrative Assistant</b> Midland Classical Academy, Midland, TX	August 2006 - Current
<b>Camp Counselor</b> Pine Cove Christian Camps, Tyler, TX T Bar M Camps, Austin, TX	Summers, 2003 - 2005
<b>Resident Assistant</b> Dallas Baptist University, Dallas, TX	August, 2003 – May, 2005

## **Community Involvement**

Dedicated to community service in many capacities. Extensive volunteer history including fund-raising for Invisible Children, Habitat for Humanity, Mission Arlington, service to elderly, "Go Now" mission trip to Germany, and leading and mentoring college freshmen and high-school girls.