

Jasmyne Douglas

San Antonio, Texas

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Portfolio: portfolio.jasmynedouglas.com

I am seeking a position within a marketing and digital design firm where I can use my skills and experience to significantly impact the growth and organization of the company, as well as learn and develop new skills in a team-based environment. Please consider my eight years' news writing and copy editing experience; two years' experience in management/customer service; passion for and experience in graphics development using Adobe Illustrator, Photoshop and InDesign and for website development using HTML, CSS, Twitter Bootstrap and WordPress. I am focused and determined and I have been lauded for my tremendous work ethic and self-initiative.

KEY PERFORMANCE INDICATORS

- Attention to Detail
- Creativity
- Problem Solving
- Reliability
- Customer Service
- Proactive / Innovative
- Critical Thinking
- Organization
- Managing Multiple Priorities
- Communication

PROFESSIONAL EXPERIENCE

Café Manager

May 2014 – Present

Avocado Café and Juice Bar – San Antonio, Texas

Assignment:

Managed and supervised the day-to-day operations and staff of a small business café and juice bar

- Worked simultaneously while attending undergrad
- Rapid progression to management
- Supervised, trained and assigned tasks to six staff members
- Designed, developed and launched new website for small business
- Drafted, designed and finalized new menu formats
- Drafted and designed new logo and artwork for restaurant-wide rebranding
- Greeted clientele, took orders and provided customers service
- Expedited orders ensuring accuracy; received and processed payments
- Served as Barista; prepared specialty drinks, smoothies, juices, milkshakes and teas to order
- Conducted daily Inventory and ordered/organized supplies
- Trusted staff; opened and closed in accordance with standard operating procedures

Transferable Skills Employed: Integrity, supervisory, attention to detail, critical thinking, reliability, problem solving, creativity, organization, interpersonal communication

ORGANIZATIONAL/OFFICE EXPERIENCE

U.S. Army Corps of Engineers Paid Summer Intern	Lackland AFB, Texas	June 2015 – August 2015
Schertz Magazine Published Student Feature Writer	Schertz, Texas	December 2011 – February 2012

LANGUAGES AND SKILLS

- Languages/Methodologies: HTML, CSS, Twitter Bootstrap, MySQL
 - Talents: Drawing/Sketching, Content Writing, Web Design, Responsive Design, Graphic Design, Print Design, Photography, WordPress CMS, Customer Service, Google Analytics, Google Search Console/Web Master Tools, Keyword Research, SEO Research, AP Style, APA formatting, Public Relations Research Methods, Microsoft Office Word, Excel, PowerPoint, Access, Outlook, Publisher; Adobe Photoshop, InDesign, Illustrator, Dreamweaver, Lightroom; Blogger; social media platforms Twitter, Facebook, Pinterest, Vine
 - Typing: 71 wpm
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CERTIFICATIONS

- Google AdWords Certified, 2016
 - HubSpot Inbound Sales Certified, 2016
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EDUCATION

MBA <i>Webster University</i> St. Louis, Missouri	2016 - Present
BA, Mass Communication /minor in Business Administration <i>Texas State University</i> San Marcos, Texas -Graduated Cum Laude; 3.41 GPA -Dean’s List Spring 2013, Spring 2015, Fall 2015 -Recipient of the TILF Diamond Anniversary Scholarship, 2012	2012 – 2016

REFERENCES

Olga Wilson, APR Adjunct Lecturer, Texas State University	(512) 245-6108
Gale Goodman-Floyd Supervisor, Owner of Avocado Café and Juice Bar	(210) 441-8085
Onan E. Floyd III Supervisor, Avocado Café and Juice Bar At The Club at Garden Ridge	(210) 632-5630