

Jeannie Sandefer

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EDUCATION

UNIVERSITY OF MICHIGAN

Bachelor of Arts in English Literature, Minor in Asian Studies

Ann Arbor, MI

April 2016

- GPA: 3.678/4.000

University Honors: Fall 2013, Winter 2014, Winter 2015

UNIVERSITY OF OXFORD

English Literature Program

Oxford, United Kingdom

July-August 2015

WORK EXPERIENCE

YOGAWORKS

Greeter

Pearland, TX

September 2018-Present

- Greet students coming to class in order provide a welcoming environment
- Use computer system, Mindbody, to check in students and assist in changes to their account
- Answer questions both in person and over the phone, in order to provide information and promote the studio

INTERVARIETY PRESS

Marketing and Publicity Intern

Westmont, IL

June 2017-August 2017

- Pulled quotes from upcoming books for use on social media platforms including Twitter and Facebook
- Proofread email blasts from authors and company to ensure the highest level of professionalism when conversing with readers and customers
- Drafted headlines for use on front page of website to draw readers in and sell newest titles
- Created press pieces for upcoming books to promote the book through various media platforms
- Researched and wrote author biographies for use on the website
- Compiled contact information from multiple sources to create mailing lists for use in book promotion
- Presented at Internal Sales Conference which educated sales team on best practices to promote our new titles

UNIVERSITY PRODUCTIONS

Administrative Assistant

Ann Arbor, MI

October 2014-August 2016

- Executed administrative duties including filing, mailing, and scheduling which resulted in improved communication between departments and efficient organization of office tasks
- Publicized shows for the School of Music, Theatre, & Dance by posting flyers and assisting with Facebook page to promote community awareness of performance and develop an off-campus audience
- Handled multiple projects simultaneously involving theatre archives, press releases, and theatre research which assisted the marketing department in maintaining theatre history and improving theatre visibility

ARTS AT MICHIGAN

Reviewer, [art]seen – Blog

Ann Arbor, MI

February 2015-April 2016

- Reviewed plays, films, and live events to create synopses to share with larger campus community

Columnist, arts,ink. – Blog

October 2013-April 2016

- Wrote weekly column concerning art and campus events to comment on changing arts culture
- Edited posts in order to improve writing skills and accurately convey key concepts

SKILLS

LANGUAGES

Italian – Intermediate

Spanish – Beginner/Intermediate

COMPUTER AND SOCIAL MEDIA

M.S. Office – Advanced/Proficient

Photoshop – Intermediate

WordPress – Intermediate/Advanced

Facebook – Intermediate/Advanced