
JESSICA (JESSA) JANSEN

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EXPERIENCE

FREELANCE WRITER, BLOGGER, CREATIVE CONSULTANT, DATA ENTRY

FREELANCE – 2018-PRESENT

Transcription and Captioner for REV- Independently contracted to evaluate and interpret audio and video dictation, maintaining accuracy, recognizing terminology and discrepancies, and proper formatting to deliver to clients by established deadlines.

- Maintained strict confidentiality and privacy practices across each project with all clients.
- Concurrently managed multiple transcription projects with strict deadlines.
- Partnered successfully with transcriptionists and clients to produce exceptional outcomes.

Book Reviewer for Online Book Club- Offering years of experience reviewing books for my own literary blogs, as well as presently the Online Book Club.

- Strong written and verbal communication skills.
- Advanced editing and proofreading.
- Mac and PC proficient.
- Average 80 WPM.

Volunteer at drawchange Non-Profit Organization- Since December 2019, I have been volunteering my time with the non-profit, drawchange by helping in the office with administrative work, as well as writing and communications.

- Ability to multi-task, work in such a fast paced environment while having a high attention to detail.
- Ability to work independently, and also partner with others to help maintain the teamwork environment.

- Good communication and writing skills, and excellent presentation.

**CORPORATE COMMUNICATIONS, EXECUTIVE ASSISTANT, TRADE SHOWS
THOMAS M. WILLIAMS AND ASSOCIATES – 2009-2018**

I was hired initially as Marketing Executive before being promoted into a senior level position as their VP of Communications and Executive Assistant. I managed client relationships, networking future, and prospective clients, then directing and facilitating TMW's trade show and membership organization involvement.

- Scheduled and coordinated travel arrangements for supervisors and managers.
- Managed executive calendars, strategically coordinating meetings, appointments, events, travel arrangements, and expense reports.
- Maintained highly confidential files involving salary administration, performance evaluation ratings and organizational changes.
- Planned, coordinated, and finalized details for travel arrangements and business development events like trade shows.
- Typed documents such as correspondence, drafts, memos, and emails.
- Opened, sorted, and distributed incoming messages and correspondence.
- Provided ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects.

**OWNER, MARKETING MANAGER, CONTENT WRITER
JPR, PUBLIC RELATIONS – 2008-2011**

Launching my Marketing and Event Management company, JPR Public Relations, I developed Marketing campaigns with Social Media management for local businesses, restaurants, and networking groups.

- Developed positive relations with external vendors and clients.
- Managed and set up events while assisting with the development of long term marketing strategies, review of competitors activity, regional and local trends.

- Managed e-mail campaigns to increase engagement.
- Creativity and an ability to produce innovative and original ideas.
- Created press kits for programs, and events.
- Strong analytical skills to understand key business indicators and competitive trends and develop approaches to these challenges.
- Established long-range objectives while developing innovative strategies to achieve them.
- Confirmed with event production, graphic design, and web-design personnel to coordinate production of clients communication materials.

**ADMINISTRATIVE ASSISTANT, SECRETARIAL SPECIALIST
UNIVERSITY OF FLORIDA, IFAS COLUMBIA COUNTY EXTENSION OFFICE –
2005-2008**

I began as a Secretarial Specialist before being promoted to an Administrative Assistant. During my time at the Extension Office, I worked closely with the agents, being the direct secretary for the Livestock agent, and the Agronomy agent before becoming the direct secretaries for the 4-H and Family and Consumer Science agents as well. Scheduled and coordinated meetings, appointments, and travel arrangements.

- Developed new filing and organizational practices, saving the company time while also helping to make easily available the various publications and newsletters that needed to be readily available to the public that address a variety of topics spanning the agent's specialties.
- Maintained utmost discretion when dealing with sensitive topics.
- Managed travel and expense reports for the agents prior to turning them over to the accounts receivable and payable.
- Typed documents such as correspondence, drafts, memos, flyers for agents and other county wide programs.
- Opened, sorted, and distributed incoming mail and correspondence.

- Purchased and maintained office supply inventories, while always being careful to adhere to budgeting practices.
- Greeted visitors, and determined which agent they needed to speak with concerning their questions, or issues.
- Recorded, transcribed, and distributed minutes of meetings.

Recognition:

Speaking engagements, career building seminars for 'Jobs For All Now' to college graduates, and entrepreneurs. 2010, 2011, 2012.

Member of citywide event planning boards: 'Taste of Atlanta' with BBA: Buckhead Business Association. 2011, 2012.

Networking Group Host: "Women In Motion" 2011, 2012, 2013.

SKILLS

Marketing, Networking, Public Relations, Digital Marketing, Social Media Marketing, Wordpress, Written Communication, Writing Skills, Proposal Writing, Editing, Content Writing, Blogging, Book Review, Trade Shows, Travel Arrangements, Travel Coordination, Correspondence, Administrative Experience, Administrative Assistant, Administrative Support, Client Relationship Management, Client Relations, Events Management, Event Planning, Retail Management, Retail Sales, Communications, Google Docs, Microsoft Office, Quickbooks, Adobe, ACT, Front Desk, Public Speaking, Inventory Management, Strategic Planning, New Business Development, Product Marketing, Online Advertising

EDUCATION

AMERICAN INTERCONTINENTAL UNIVERSITY – AABA BUSINESS ADMINISTRATION
PRESIDENTS LIST, THIRD, FOURTH, FIFTH QUARTERS AT AIU

REFERENCES

Trey Williams – Professional Reference – 404-964-6131 – fixer38@aol.com

Kelly Long – Professional Reference – 419-654-5287 – kelly@citihomes.com

Sandra Wheelen – Personal Reference – 770-837-7938

David Rams – Professional / Personal Reference – 770-846-1823