Jessica Knowlden

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Education

Oakland University, Rochester, MI, USA

Bachelor of Science in Business Marketing, December 2003

Overall GPA: 3.3

Oakland Community College, Auburn Hills, MI, USA

Associate in Liberal Arts Degree, June 2001

Overall GPA: 3.4

Experience

YES Youngdo, Ilsan, Korea

Elementary, Middle and High School Teacher, 2010 – 2011

* Prepare, organize and teach a range of classes
* Create an environment conducive to learning

SLP Kangnam, Seoul, Korea

Preschool and Elementary Teacher, 2008 – 2009

• Taught and managed day to day classes

• Prepared syllabi and lesson plans for each class

• Designed and carried out presentations for Open Classes

Enterprise Rent A Car, Various locations, MI, USA

Management Assistant, 2005 – 2008

• Acted as Branch Corporate Account Manager with efforts focused on increasing specific markets

• Increased corporate business 250 % through developing new markets

• Managed day-to-day Branch momentum, operations and logistics

• Earned consistent recognition for Exceptional Achievements by corporate management

• Performed monthly status meetings involving business projections and forecasting

• Presented Contact Report summaries to senior staff

• Trained, developed and coached incoming staff

Frontline Marketing Group, Clarkston, MI, USA

Account Executive, 2004 – 2005

• Managed projects from start to finish

• Conducted presentations for print media packages on site at locations across the country

• Presented ROI research to wide variety of potential clients

• Facilitated communications between broker and client

• Handled invoicing, purchase orders and billing

Computer Skills

Word, Excel, PowerPoint, Outlook, Internet, E-mail

Language

Proficient in oral and written Spanish