



Jordan Greer

PUBLIC RELATIONS

CONTACT

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319 Bragg Avenue, Apt. #502

Auburn, AL 36830

EDUCATION

Auburn University

College of Liberal Arts | Public

Relations with a minor in Business

TECHNICAL SKILLS

Basic HTML/CSS | Google Analytics

Certification | Hootsuite | Hubspot

| Microsoft Office (Excel, Word, &

Powerpoint) | SEO | Social Media

Platforms

PROFESSIONAL SKILLS

Detail oriented & dedicated to quality

of work | Excellent planning &

organizational skills | Excellent

problem solving & critical skills

| Naturally adaptable in new

environments & with new people

| Proven to be dependable &

professional | Self-motivated with a

strong work ethic | Strong creative

thinking skills | Strong leadership skills

| Strong written, oral, & and

interpersonal communication skills

WORK EXPERIENCE

EDR HOUSING, 319 BRAGG, LEASING PROFESSIONAL

JAN. 2016 - PRESENT

- Maintain and organize numerous office files
- Constantly update the company's contact and mailing lists
- Monitor ongoing marketing campaigns
- Operate telephone, e-mail, MS Word, Outlook, Excel and community software
- Ensure compliance with all company, local, state and federal safety and confidentiality rules
- Resolve file disorganization by developing electronic spreadsheets
- Lead tours, leasing documentation, and move-in/move-out process

CHEEKY BLISS BOUTIQUE, ASSISTANT MANAGER

SEPT. 2015 - JAN. 2016

- Maintained customer satisfaction by displaying a positive attitude and addressing questions and concerns immediately
- Implemented proper merchandise presentation and recorded inventory
- Trained new employees on company's customer service policies and office/community operations
- Supervised employees and banking/deposit responsibilities
- Responsible for store opening and closing duties

INTERNSHIP EXPERIENCE

NASHVILLE WINE AUCTION

MAY 2017 - AUG. 2017

YOUTH MARKETING CONNECTION LLC

MARCH 2017

AERIE BY AMERICAN EAGLE STUDENT BRAND AMBASSADOR

MARCH 2017

HONORS

Dean's List: Fall 2015, Spring 2016, Summer 2016, Spring 2017, Summer 2017

National Society of Leadership and Success: 2015 - Present

National Society of Collegiate Scholars: 2015- Present