



www.linkedin.com/in/jaymlynch - www.jaymlynch.weebly.com
Marketing - Graphic Design - Photography - Social Media - Advertising

EDUCATION: Temple University, Fox School of Business, Philadelphia, PA
• Graduated with **Bachelor of Business Administration** with a major in **Marketing**

SKILLS:



- Marketing strategy, graphic design, photography, advertising, social media, SEO, marketing research, infographics, direct marketing, managing, organizing, calculus, integrated marketing communications, entrepreneurial marketing, and business writing.
- Hootsuite Certified in Social Marketing and trained in Photoshop, Illustrator, Excel and AutoCAD.
- Proficient in Word, PowerPoint, Publisher, and Outlook. Familiar with Inventor and Premiere Pro.

EXPERIENCE:

Freelancing Graphic Designs and Social Media Skills, Collegeville, PA December 2012 – Present
Graphic Designer

- Uses Photoshop and Illustrator to create numerous designs. Visit my art website for examples.
- Works directly with owners to conceptualize ideas for graphics.
- Generates advertisements consisting of flyers, postcards, invitations, and informational posters.

Social Media Marketing Manager

- Creates and oversees websites, sets up calendars, and organizes social media for multiple clients.

NewRez, Fort Washington, PA October 2019 – March 2022
Mortgage Loan Closer

- Helped finalize a mortgage loan by ensuring proper documents were secured and signed.
- Analyzed files to confirm the borrower's information was correct and numbers matched.
- Trained coworkers on proper procedures and how to use the company's computer systems.
- Specialized in specific state loans and smoothly transitioned to working remotely.

Kohl's, Royersford, PA November 2017 – September 2020
Seasonal Associate → Part-Time → Full-Time Flex → Department Supervisor → Part-Time

- Within fifteen months was promoted from part-time Seasonal Associate to full-time Supervisor.
 - Resigned as Men's Department Supervisor after accepting a new job offer outside of Kohl's.
- Worked in all areas of the store, held orientations for new hires, and trained coworkers.
- Provided excellent customer service by assisting shoppers and answering questions.
- Worked with the OMNI Team to fulfill in-store pickups and online orders in a timely manner.
- Provided a clean and organized work environment within the stockroom and store.
- Awarded Associate of the Month.

LTM Realty, Norristown, PA March – October 2017
Office Coordinator

- Clerical work: filing, organizing, and purchasing supplies.
- Maintenance work: painting, spackling, sanding, cleaning the office, and landscaping.

Simple Creations, Philadelphia, PA January – April 2016
Student/Researcher

- Created a marketing campaign for a local dessert company in my Direct Marketing Course.
- Designed a detailed survey, used to outline research, communication plan, budget, and recommendations.

CareerLink of Montgomery County Pennsylvania, Norristown, PA June – August 2013
Intern

- Assisted customers with research on computers in the Resource Center and provided support to Career Counselors and office staff with clerical duties and office support.

The No Fly Zone at Laguna Grille and Martini Bar, Brigantine, NJ June – September 2011
Manager/Server/Sales Person

- Opened/closed store, calculated daily receipts, managed staff, organized schedule, and served customers.

John James Audubon Center, Mill Grove, PA 2011 – Present
Art Show Contestant and Third Place Winner

- Artwork selected for entry since 2011, placed third in 2017, and sold work in 2018 and 2019.