

Jenna Brown

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Current Address: 116 B Fox Hollow Central, SC 29630

OBJECTIVE

Detail-oriented and highly organized event planner with a passion for creating memorable experiences, seeking an entry-level position to utilize my skills in event coordination, vendor management, and budgeting to contribute to the success of a dynamic event planning company.

EDUCATION

Bachelor of Science in Park, Recreation, Tourism and Management
Management
Clemson University

August 2020 - May 2024

Emphasis: Travel and Event

Minor: Business

RELEVANT EXPERIENCE

CommuniGraphics / Administrative Assistant

December 2021 - Present

- Prepared invoices and sent them to customers through Printavo.
- Invoiced inventory and set up displays in retail shops.
- Participated in Facebook Live events, including promoting merchandise and modeling.
- Boosted social media sites (Facebook and Instagram) to gain customers and create relationships with them.
- Managed an executive's private calendar including family matters and personal errands.

City of Greenville / Special Events Intern

February 2023 - April 2023

- Set up tents and signage for city events.
- Designed interactive maps for major events.
- Participated in weekly meetings with others to produce ideas and craft events for the City of Greenville.

Occasions at Wedgfield and Palmetto Ridge / Intern

May 2023 - August 2023

- Helped cater events and set up weddings.
- Served food to guests, assisted in the bar, and broke down furniture and set up for the next event.

WORK EXPERIENCE

Clemson Campus Recreation / Recreation Manager

August 2021 - Present

- Oversee the operations assistants and the welcome center staff.
- Handle emergency situations that may happen in the gym (CPR and BBP certified).

Clemson Career Closet / Closet Manager

August 2023 - Present

- Manage the campus career closet with one other intern.
- Planned a fashion show for our campus to showcase the different business outfits.
- Utilize customer service skills to assist and style students for career fairs and interviews.

LEADERSHIP/ACTIVITIES

Zeta Tau Alpha

August 2021 - Present

- Design apparel for our events for the chapter and for members to purchase.
- Matched potential sisters to new members according to their personalities and personal preferences.
- Facilitated fundraising to raise money for our philanthropy.
- Oversee round chairs and place orders for necessary materials.

SKILLS

Communication, time management, organization, team work, detail oriented, customer service, adaptability, and project management.

References

Tracy and Mark Hooks

Owners of Communigraphics

Communigraphics

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Will Young

Tourism Administrator

City of Greenville Parks, Recreation, and Tourism

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Darius Hillard

Assistant Director of Operations

Clemson University Campus Recreation

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Stephanie Hammond

Principal

Blue Ridge Elementary

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