

JESSICA LANGNER

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WORK EXPERIENCE

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Northern Illinois University Housing & Dining

Social Media and Marketing Coordinator

June 2013–Present

Maintained the social media pages and produced print collateral for events in Housing & Dining for Northern Illinois University, offered marketing presentations to perspective students.

Target

Guest Service, and Sales Floor Associate

October 2008–Present

Assisted guests, set up ads, and helped maintain organization throughout the store.

Kelly Services

Office Administrative Assistant for Aramark Uniform Services

Summer 2011–Summer 2012

Organized company agreements through computer system, maintained filing for new contracts, and coordinated AR paperwork for proper filing.

EDUCATION

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Northern Illinois University

August 2009–May 2014

Bachelor of Fine Arts in Visual Communications

Minor in Spanish

Study Abroad

Spring Break 2013

Exploring Contemporary Graphic Design in Poland.

SKILLS

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Proficient

Adobe CS5

HTML

Microsoft Office

REFERENCES AVAILABLE UPON REQUEST