Jilly Harris

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# Core Competencies

* Web Design & Layout
* Adobe Creative Suite
* Graphic Design
* Content Writer
* Camtasia Studio
* Sony Vegas Pro

# Experience

Field Marketing Specialist| Sodexo at Franklin & Marshall College | September 2017 – present

Lancaster, PA

* Responsible for all marketing materials for dining services at client site
* Social media marketing
* Event planning & coordination for students
* Tracking all e-commerce and voluntary meal plan sales

Administrative Assistant | Staffing Service USA | May 2016 – September 2017

Lancaster, PA

* Responsible for weekly and monthly reports for Vice-President of E-Commerce and Marketing.
* Coordinate and maintain calendar and schedule of Vice-President of E-Commerce and Marketing.
* Prepare quarterly presentation for E-Commerce department in Power Point.

Property Manager/Leasing Consultant | Murry Management | March 2015 – April 2016

Lancaster, PA

* Confer with homeowners to ensure any questions regarding their homeowner’s association membership was answered in a timely manner.
* Create new social media content while maintaining all social media outlets, answering tenant and prospective tenant inquiries.

Administrative Assistant | Tri-Starr Staffing | December 2014 – March 2015

Lancaster, PA

* Maintain client records with updated payment information.
* Process new enrollment paperwork for new insurance clients.
* Distribute insurance card proofs from underwriting to representatives for external distribution.

Executive Assistant/Website & Social Media Manager | Manor Group | February 2009 – April 2014

Lancaster, PA

* Successfully launched social media presence of apartment complexes and hotels while training managers to post. Responsible for ensuring all social media channels were being updated regularly and consistently.
* Responsible for updating and maintaining websites, troubleshooting any errors, assist in site redesigns, and implementation of new platform.

# Education

## *Associate of Arts | Graduated December 2017 | Harrisburg Area Community College*

* Major: Web Design

## *Bachelor of Design | Anticipated Graduation May 2022 | Millersville University of Pennsylvania*

* Major: Interactive & Graphic Design