

Jessica Knowlden

Education

Oakland University, Rochester, MI, USA
Bachelor of Science in Business Marketing, December 2003
Overall GPA: 3.3

Oakland Community College, Auburn Hills, MI, USA
Associate in Liberal Arts Degree, June 2001
Overall GPA: 3.4

Experience

YES Youngdo, Korea
Elementary, Middle and High School Teacher, 2010 – 2011

- Prepare, organize and teach a range of classes
- Create an environment conducive to learning

SLP Seoul, Korea
Preschool and Elementary Teacher, 2008 – 2009

- Taught and managed day to day classes
- Prepared syllabi and lesson plans for each class
- Designed and carried out presentations for Open Classes

Enterprise Rent A Car, Various locations, MI, USA
Management Assistant, 2005 – 2008

- Acted as Branch Corporate Account Manager with efforts focused on increasing specific markets
- Increased corporate business 250 % through developing new markets
- Managed day-to-day Branch momentum, operations and logistics
- Earned consistent recognition for Exceptional Achievements by corporate management
- Performed monthly status meetings involving business projections and forecasting
- Presented Contact Report summaries to senior staff
- Trained, developed and coached incoming staff

Frontline Marketing Group, Clarkston, MI, USA
Account Executive, 2004 – 2005

- Managed projects from start to finish
- Conducted presentations for print media packages on site at locations across the country
- Presented ROI research to wide variety of potential clients
- Facilitated communications between broker and client
- Handled invoicing, purchase orders and billing

Computer Skills

Word, Excel, PowerPoint, Outlook, Internet, E-mail

Language

Proficient in oral and written Spanish