

JADE JOHNSON

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Dassel, MN 55325

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320-260-2352

PROFESSIONAL SUMMARY:

Talented, adaptive and innovative professional with a drive to learn and succeed. Effective and articulate communicator with the ability to create and maintain strong relationships with individuals on all levels. With experience in Project Coordination, Marketing, Communication and Event Planning, I am able to effectively manage my time and establish and maintain effective client relations.

EDUCATION:

College of Saint Benedict

Bachelor of Arts: Communication and Management

Saint Joseph, MN

Aug 2006 – May 2010

PROFESSIONAL EXPERIENCE:

SPECTRUM REACH (formerly Charter Media)

Media Marketing Rep

Saint Cloud, MN

March 2011 – Current

- Review, edit and brand content to ensure clear, concise, accurate and timely information
- Maximize relationships with team and leaders
- Plan and support client facing events, promotions and marketing initiatives
- Develop and communicate internal marketing initiatives and events
- Write knowledge articles for use for internal and external use
- Consult with business partners to create project plans
- Lead and support cross-functional initiatives and marketing strategies
- Maintain expenses by monitoring pricing of vendors and invoices
- Plan and help facilitate weekly multi-team meetings

WELLS FARGO HOME MORTGAGE

Loan Document Specialist

Minneapolis, MN

Dec 2010 – Mar 2011

- Analyzed applicant, property, and documentations for 50-100 customers simultaneously
- Verification of information along with subsequent follow ups
- Utilized comprehensive knowledge of policies and procedures for loan products
- Managed daily responsibilities and scheduling with efficiency

CHARTER COMMUNICATIONS

Communications Intern

Saint Cloud, MN

May 2010 – Sep 2010

- Assisted Communication Specialist with event planning and execution
- Organized 20+ customer facing events and distributed event materials
- Tracked department expenses and managed invoices
- Organized office operations and procedures
- Liaised with other agencies, organizations, and groups
- Ensured filing systems were maintained and up to date
- Performed administrative tasks such as organizing meetings, distributing mail, maintaining clean and organized office space