

# Jackie Wasilewski



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Dedicated individual with experience in customer service, problem solving and public relations. Dependable team player in a fast-paced work environment. Great with hands-on skills, as well as working individually with customers. Excellent communication, organization, and interpersonal skills. Has a strong work ethic and never afraid to take on a new challenge.

## Education

University of St. Francis Joliet, IL  
August 2011 to May 2014

Bachelor of Arts in Mass Communication  
Concentration in Public Relations/Advertising/Journalism

Illinois Valley Community College Oglesby, IL  
August 2009 to May 2011

## Associates in Science Degree



## Volunteer

- Member of Encounter (University of St. Francis school news magazine)
- Member of University of St. Francis TV Club
- Member of SAB (Student Activity Board)
- Volunteered with Freshmen Orientation at University of St. Francis
- Volunteered at TAGS (TeenAge Group Services) at Ottawa Regional Hospital for over 200 hours

## Honorable Awards

Dean's List 2013, 2014  
Phi Theta Kappa Scholarship 2011, 2012, 2013  
Teamsters Scholarship 2010, 2011, 2012, 2013  
Phil Schoch Scholarship 2009

## Professional Experience

Socialty Inc. Chicago, IL  
January 2014 to Present

### *Social Media Manager*

Worked with clients writing social media content for outlets. Utilized many content services, such as, Hootsuite and Send Social Media. Created email marketing through the use of MailChimp.

### *Social Media Intern 160 Hours*

Worked with three clients writing social media content. Developed emails for email marketing for various clients. Utilized educational skills to create press releases for clients. Wrote weekly blogs that have a basis of social media.

University of St. Francis Joliet, IL  
August 2011 to May 2014

### *Call Center Worker*

Called alumni to solicit donations that funds the scholarship program at the University. Conducted general office duties, such as running errands.

Illinois Department of Transportation Ottawa, IL  
Summers: 2010 through 2013

### *Communications Intern 400 Hours*

Contributed in the creation of a statewide newsletter. Updated and revised media list for the district. Started to assemble plans for the statewide sustainability projects for the next year. Created an event proposal for the Governor and plan the upcoming event.

### *Technical Technican*

Helped the department by painting structure numbers on bridges and inspecting traffic signals. Worked as a member of the survey crew obtaining information about state roads. Performed general office duties, as well as entering data into a database.

Bridal Elegance Ottawa, IL  
December 2007 to May 2011

### *Sales Consultant*

Assisted customers with their selection of wedding dresses, prom dresses, mother of the bride dresses, bridesmaids dresses, pageant dresses, homecoming dresses and tuxedos.