



JAIMI DODSON

Contact:

Email: jaimidodson@gmail.com

Phone: 717-503-7852

Address: 192 Bunny Lane
Palmyra PA 17078

EDUCATION:

Indiana University of Pennsylvania

B.A. in Journalism and Public Relations and Minor in Marketing
Class of 2017, Graduated Summa Cum Laude

Significant Courses:

Writing: Editing, News Reporting and Feature Writing

Public Relations: PR Writing, Entertainment PR, Problem Solving in PR

Marketing: Marketing Research, Internet Marketing, Social Media Marketing

Design: Layout & Design, Magazine Design

WORK EXPERIENCE:

Administrative Assistant at Mazzitti & Sullivan Counseling, Inc., Full-time
December 2017-Present

- Manage the schedules of all of the counselors, including making and cancelling appointments and tracking all data
- Audit and deposit cash each day
- Being the "go-to" person for all office problems and procedures

Front Desk Associate at Springhill Suites by Marriott, Part-time
May 2015-Present

- Greeted guests with friendliness and local information and attractions
- Communicated with groups to create contracts and organize meeting room space
- Ensured customer satisfaction by handling problems that arise using quick and efficient thinking

Community Relations Intern at the Gift of Life Donor Program, Internship
June 2017-December 2017

- Advocated for legislature at the state capital
- Managed and organized volunteers for events
- Performed administrative duties such as mailing, emailing and organizing promotional material

Editor-in-Chief at the Odyssey Online, Internship
April 2016- June 2017

- Created published content on a weekly basis
- Edited an average of 8 articles weekly
- Empowered and mentored 12 new writers to create content
- Used Search Engine Optimization and knowledge of social media to maximize views, clicks and reads

Academic Success Mentor at Indiana University of Pennsylvania, Part-time
August 2014- May 2016

- Planned and organized academic based programs
- Created educational and relevant bulletin boards
- Mentored students academically, socially and emotionally through regular meetings

MEANINGFUL EXPERIENCE:

Cru- Organizational Team Leader, Bible Study Leader, Worship Team Member

The Agency- Design and Fabrication Team Member

Lifepoint Church- Bible Study Leader, Youth Group Volunteer, Worship team Member

Blog- One Day, One Verse; onedayoneverse.wordpress.com

Designed Posters and Newsletters displayed throughout Lower Dauphin School District