Jenifer Conran

86 Drumlin Rd. South Glastonbury, CT
(860) 372-1140 • jconran8@gmail.com • LinkedIn: www.linkedin.com/in/jenifer-conran-

Professional Experience

Big Fish Promotions   Glastonbury, CT
Brand Ambassador   April 2018 – Present (Part-Time)
- Promotional marketing for brands like Dunkin Donuts and Plymouth Rock Assurance
- Manage small teams on site for client engagement.
- Market clients' brands with samples and promotional items to promote sales.

T&J Autobody   East Hartford, CT
Administrative Assistant   June 2015 – Present (Part-Time)
- Engage and respond to customer inquiries through telephone and emails.
- Responsible for managing the company files and records.
- Assisted and managed the scheduling of incoming jobs for the company.
- Responsible for the set-up of the company's Instagram, Facebook, and Yelp.

Resource Options   Wethersfield, CT
Job Coordinator   July 2019-Dec 2019
- Source and identify top candidates in the environmental industry that represent the specific job requirements.
- Source and identify top candidates in the environmental industry that match well for clients.
- Identify and recruit candidates by utilizing the company's tracking database, cold-calling techniques, search engines, and networking.
- Understand the recruitment process that centers around client needs.
- Phone screen and interview candidates to evaluate their skills and understand their career objectives.
- Attend networking events to learn and engage with potential clients.

CCSU   New Britain, CT
Assistant Marketing Director   Feb 2019 – May 2019
- Student Worker for Communications and Media Services in Athletics Department at Central Connecticut State University
- Head of fundraising for Athletic Department events

Education

Central Connecticut State University   New Britain, CT
Bachelor's Degree in Marketing   Class of 2019
- GPA: 3.3
- Marketing Club-Fundraising committee
  - Attended the AMA Collegiate Conference in Spring 2019
  - Placed Top 5 Small Chapter in the Country
- American Marketing Association member