



JEWEL LANDELLS

VIRTUAL ASSOCIATE



I am a dynamic multi-faceted and creative individual with a passion for excellence and building relationships. I provide Administrative Support with a touch of colour through my vibrant background in Graphic Designing. I look forward to helping your dreams grow!

SPECIALIZATIONS

- Customer Relations Management
- Workflow Management
- Organization Optimization

WORK EXPERIENCE

Partnerships & Public Relations Coordinator

FEBRUARY 2021 - PRESENT

Responsibilities include:

- Creating partnerships with organizations who support the development of Black-owned businesses
- Streamlining and implementing systems for greater efficiency
- Coordinating and implementing events
- Pitching to agencies and media houses for client exposure

Business Development Manager

OCTOBER 2017 - MARCH 2018

Responsibilities included:

- Sales & Promotion of equipment and services across four branches
- Organizing promotional activities to boost revenue
- Managing staff and resources
- Maintaining positive client relationships
- Sales and marketing via social media platforms and print media
- Generating customer interest and leads, pushing sales, promotions and up-selling to customers

EDUCATION BACKGROUND

- Certificate in Client Account Management
- Certificate in "How to run a Professional Zoom Meeting"
- Participation in JN Rewards Customer Service Training Seminar

Edna Manley College of the Visual & Performing Arts

DIPLOMA, ART EDUCATION / GRAPHIC DESIGN,
CLASS OF 2004

- Second major in Graphic Design
- Trained Teacher in Secondary Education
- Recipient of the Allison Simpson Award for Excellence in Art Education
- Recipient of the Joint Committee for Tertiary Education (JCTE) Excellence