

JESSICA LEE SMITH

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Expertise

High performance, high-energy, award-winning BA graduate with experience in marketing and account management. Consistent, verifiable record of achievement and positive growth. Works well independently as well as with a team. Communicate effectively (written and verbal) with excellent interpersonal skills. Possesses solid research, analytical and organizational skills. Strong track record of leadership and excellence. Computer literate.

Education

UNIVERSITY OF MEMPHIS – Memphis, Tennessee 2001

Bachelor of Arts: Major – Political Science, Minor – English, GPA – 3.95/4.0, Summa Cum Laude

UNIVERSITY OF MEMPHIS, FOGELMAN BUSINESS COLLEGE – Memphis, Tennessee 2002

Masters Program in Business Administration - concentration in Marketing.

Estimated Graduation Date – May 2004

Microsoft Word • Microsoft Excel • Microsoft Access • Microsoft Office • PowerPoint • WordPerfect
Microsoft Publishing • Netscape Composer • SPSS • Internal Financial Database

Awards and Honors

- Outstanding Student Award in Political Science for the Highest GPA overall in the Discipline. 2001
 - National Dean's List 2001
 - Golden Key Honor Society 1999-Present
 - Black Scholars Excellence Award (awarded three times) 1998-2000
 - Alpha Lambda Delta Freshman Honor Society 1997-Present
 - Dean's List (Eight Semesters) 1997-Present
 - Flora Rawls Scholarship 1998-Present
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Professional Experience

WNBA PLAYER – JANIE MARKUS - Memphis, Tennessee 1999-Present

Personal Assistant/Consultant

- Primary focus is to market the appearance, attitude, persona, and performance of a professional basketball player.
- Provide a high level of administrative support including a wide range of specific responsibilities.
- Act as sole contact person and liaison to sports agent to oversee fulfillment of contracts.
- Coordinate and manage all business appointments, expenditures, affairs, and phone calls.
- Critique all interview and game tapes to pinpoint areas of strengths and weaknesses.
- Instrumental in assisting to set-up a basketball camp.

Other Positions to assist with educational expenses:

Jones Personnel Agency – Jackson, Tennessee, Labor and Assemble Relations Summer 1999 & 2000

High End Placement Service – Jackson, Tennessee, Clerical Assistant Summer 1998

SoLow Foods – Jackson, Tennessee, Sales Associate/Head Cashier 1995-1997

Volunteer Activities

Angel Tree • Walk for Multiple Sclerosis • Walk for Alzheimer's • Sleepout for the Homeless • Presidential Election 2000 • Phi Sigma Pi Awards Committee • Phi Sigma Alpha Political Science Honor Society • Delta Zeta Inductee Committee • Delta Zeta Admissions Committee