

JOCELYN WARREN

SUMMARY OF QUALIFICATIONS

- Market Research & Program Development
- Business Writing & Technical Proficiency
- Press Releases & Media Relations
- Creative & Innovative Strategic Development
- Communication & Interpersonal Skills
- Cross-Functional Teamwork
- Proficient in PeopleSoft, all Microsoft Office applications
- Exercise sound judgment and critical thinking with little or no supervision
- Human resources experience and accurate record-keeping
- Excellent communication skills, both verbal and written
- Highly motivated
- Excellent customer relations and developed customer rapport
- Exceptional conflict resolution

APPLICABLE EXPERIENCE

University of Texas at Arlington 2015 - 2018

- Coordinated recruitment efforts for undeclared majors which resulted in the collection of more than 300 new contacts for the Department of Communication at UT Arlington
- Wrote lesson plans, activities, and campaign strategy for Outreach team to engage with local high school students
- Helped organize the University College “First Friday” event featuring the Department of Communication
- Contacted and/or visited over 9 local Arlington ISD high schools and provided them with materials to promote the Department of Communications at UT Arlington

Step By Step Dance Studio 2004 - Present

- Created all marketing and communication materials including newsletters, brochures, email, forms, and electronic correspondence
- Developed a system to account for all incoming financial transactions
- Provided parents and students with high quality customer service
- Provided dance instruction as needed

Frame4Frame Film Festival 2016 – Present

- Coordinated and managed volunteer liaisons for the entire festival
- Oversaw event set-up and strike of all festival events
- Served as onsite contact for sponsors, filmmakers, and attendees
- Provided support to the festival director
- Provided support and customer service for all filmmakers
- Coordinated travel arrangements for filmmakers involved
- Processed admissions to the festival

EDUCATION

University of Texas at Arlington 2000 – 2018

Bachelor of Arts in Communications - Public Relations
Graduation Date: May 11, 2018

Nolan Catholic High School 1995 – 1999

Diploma

WORK EXPERIENCE

- TEXAS CHRISTIAN UNIVERSITY –** 11/2018 - PRESENT
SPORTS SCIENCE CENTER & LIINK PROJECT
- Administrative Assistant*
- Provided immediate support to the Director
 - Prepare and reconcile statements of account
 - Process purchase order requisitions, deposits, and request funds
 - Book travel arrangements
 - Draft correspondence for Director
 - Coordinate logistics for special events
 - Manage expense reports and processed invoices
 - Acted as the unit liaison with other departments and with outside agencies
 - File maintenance and phone coverage
 - Maintain employee records and annual appointments for the organizational unit
 - Process purchase orders, transfer of funds, and other departmental expenditures
- UNIVERSITY OF TEXAS AT ARLINGTON –** 08/2017 – 11/2018
NEW MAVERICK ORIENTATION & PARENT FAMILY CENTER
- UNIVERSITY OF TEXAS AT ARLINGTON – THE AFRICA PROGRAM** 08/2015 – 08/2017
- Administrative Assistant I*
- Provided immediate support to the Director
 - Prepare and reconcile statements of account
 - Process purchase order requisitions, deposits, and request funds
 - Book travel arrangements
 - Draft correspondence for Director
 - Coordinate logistics for special events
 - Manage expense reports and processed invoices
 - Acted as the unit liaison with other departments and with outside agencies
 - File maintenance and phone coverage
 - Maintain employee records and annual appointments for the organizational unit
 - Process purchase orders, transfer of funds, and other departmental expenditures
- UNIVERSITY OF TEXAS AT ARLINGTON - TRIO PRE-COLLEGE PROGRAMS** 05/2012 – 08/2015
- UNIVERSITY OF TEXAS AT ARLINGTON – HONORS COLLEGE** 09/2006 – 07/2010
- Support Specialist II*
- Provided immediate support to the Director
 - Prepare and reconcile statements of account
 - Process purchase order requisitions, deposits, and request funds
 - Book travel arrangements
 - Interview and hire student applicants
 - Oversee all student workers and assigned tasks and responsibilities
 - Process personnel paperwork and managed payroll
 - Maintain student participant files
 - Draft correspondence for Director and other staff members
 - Manage expense reports and processed invoices
 - Contributed to meeting all departmental goals
 - File maintenance and phone coverage