

2245 N Camac Street
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Jacqueline Burke

SKILLS

- Proficiency with Adobe Photoshop and Illustrator
- Proficiency with Microsoft office
- Proficiency with Google Workspace
- Creativity and Design
- Principles of 2D and 3D design
- Leadership Skills
- Social Media Management
- Data Entry

EXPERIENCE

Wilson Bennett Technology, Philadelphia PA – *Phonathon caller*

September 2019 – May 2020

- Worked as ambassador for Temple university, engaging with alumni, current students, and parents, using conversational skills and information to acquire gifts for university
- Confidentially handled personal information
- Handled credit card transactions while following PCI security standards

Students for Transgender Awareness and Rights, Philadelphia PA – *President*

October 2019 – Present

- Worked in a leadership position, coordinating several large events a year with 75+ attendants
- Hosted meetings and created presentations
- Communicating with leaders in other organizations
- Time management and scheduling

Queer Nerd Association, Philadelphia PA – *PR and Community Representative*

September 2019 – June 2020

- Created social media posts to advertise events and meetings
- Communicated with others to schedule and host events

EDUCATION

Temple University, Philadelphia PA – *Bachelor of the Fine arts*

August 2019 – May 2023

Current GPA 3.81