




A motivated and experienced senior administrator and freelance graphic designer, I am seeking a part-time administrative role within a creative company where I can thrive and contribute effectively. With a degree in Graphic Communication and Illustration, I pair strong organisational and administrative skills with adaptability and enthusiasm. I am eager to bring my positive energy to an inclusive and flexible environment that will inspire me.

 jennyjesu@outlook.com

## **PORTFOLIO**

[www.jennyjesu.myportfolio.com/work](http://www.jennyjesu.myportfolio.com/work)

## **EDUCATION**

### **LOUGHBOROUGH UNIVERSITY**

*Graphic Communication and Illustration 2:1 | 2018 - 2021*

### **WALLINGTON HIGH SCHOOL FOR GIRLS**

*Maths - A\*, Graphics - A, Physics - B | 2011 - 2018*

## **RELEVANT WORK EXPERIENCE**

### **SENIOR DEVELOPMENT & INVESTMENT ADMINISTRATOR**

*Dexters | Feb 2024 - Current*

Supporting the Land department through research, administration, and marketing.

- Conduct land research, write to landowners, and manage administrative tasks including organising files, the office, and events.
- Assist in Marketing through creating brochures, uploading sites onto portals like Rightmove, managing department listings on our website, and creating data rooms for client use.

### **WELFARE ASSISTANT**

*Battersea Cats and Dogs Home | Oct - Dec 2023*

Engaged in charity work, supporting the welfare of dogs and managing volunteers.

- Demonstrated exceptional organisational skills by managing the care of dogs and compiling detailed progress reports.
- Supervised and guided volunteers to foster collaboration and maintain efficiency in a section of 20 dogs while enhancing empathy and resilience in challenging situations.

### **SALES DEVELOPMENT REPRESENTATIVE**

*Empowerd | Mar - June 2023*

Focused on generating new business opportunities and managing client relationships.

- Generated leads through effective emailing, calling, and booking meetings, exceeding sales goals with an average of 70 calls per day.
- Managed relationships with clients using HubSpot CRM, delivering relevant marketing content and showcasing exceptional customer service.

### **GRAPHIC DESIGNER**

*Freelance | Jan 2022 - Current*

Managing independent design projects for small companies, demonstrating self-reliance.

- Showcased business expertise by understanding client needs and branding requirements, leading to tailored design solutions.
- Exhibited proficiency in Photoshop and Canva, producing high-quality visuals that meet industry standards and enhance brand presence.

### **GRAPHIC DESIGNER**

*Light in the Cloud LLP | Aug 2021 - Jan 2022*

Worked to deliver design solutions that meet client needs and project objectives.

- Created social media content, including TikToks and Instagram Reels, to enhance engagement while gaining confidence in Adobe After Effects and Photoshop.
- Improved project management and leadership skills when discussing client needs, presenting ideas, and meeting deadlines.

## **SKILLS**



## **ACHIEVEMENTS**

### **BHARATANATYAM TEACHER**

*Sutton and Morden Tamil School  
Sept 2021 - Current*

Teaching South Indian classical dance at a cultural Saturday school to young children.

- Developed Patience, encouragement, and organisational skills
- Cultivated a positive and motivating learning environment for students.

### **GIFTING JOY STUDIO**

*Etsy*

*Oct 2023 - Current*

Sold personalised cards on Etsy.

- Established and managed a successful Etsy shop, showing entrepreneurial spirit and self-motivation.