

**PORTFOLIO** 

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

Empowerrd | 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.

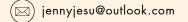
### **GRAPHIC DESIGNER**

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.

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.



## <u>SKILLS</u>



### **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.