

LYRIC JACKSON

Palmdale, CA 93550 ◊ (323) 412-2223 ◊ Lyricm.jackson12@gmail.com

Objective:

Anticipating on succeeding in a stimulating environment contributing to the professional and financial growth of the company while experiencing advancement opportunities.

Relevant Instruction:

Microsoft Office Suite Knowledge	Goal-Oriented	Customer Service Sales
61 WPM – Ten Key Certificate	PR servicing	Clientele Research
Data Entry	Scheduling	Networking Skills
Correspondence	Money Handling	Event Coordinating

Work Experience:

Millennium Age Consulting (Internship)
PR Agent and Personal/Executive Asst.

12/2016 – 6/2017

Responsibilities: Event Scheduling, Clientele research, PR service, Social Media control (Twitter, Instagram, Facebook) Press Releases for curated events, E-mailing prospects and current clients, booking hosts for events, creating ‘Agreement Contracts’ for clients, conducting phone meetings, adding events to popular event blog sites, creating agenda’s for myself and my boss, working Silent Party events (headphone booth), cleaning & charging headphones, Cashier, I.D. control, ticket/admission control, digital/physical promoting, assembling street team and assisting with any additional administrative tasks.

Los Angeles Tourism & Convention Board
Tourist Surveyor

03/2015 – 10/2015

Responsibilities: Utilize customer service skills, exercise networking skills, walk around event or establishment seeking tourists to approach, approach attendees in a very enthusiastic way, show initiation, communicate effectively, get each tourist to complete our 15 question survey, Let some people fill out survey digitally and some manually for a more efficient amount of completed surveys, inform all attendees/tourists about landmarks and popular activities in Los Angeles, and show plenty of energy when interacting with tourists.

Ace Theatre (Ace Hotel)

08/2014 - 02/2015

Usher

Responsibilities: Utilize customer service skills, meet and greet guests, observe guest activity, assist with potential issues, solve or prevent minor issues throughout the evening, initiate when necessary, ticket control, crowd control, escort guests when needed, communicate effectively, and remain hospitable.

Volunteer Work:

Genesis – Non-profit Organization

Sub-coordinator/contractor

Mute Genre – Entertainment Team

Event Coordinator/Casting Producer

Insight Seminar – Self Development

Assistant worker

Education:

Diversified Vocational College

Los Angeles, CA

Hawthorne High School

Hawthorne, CA

Certifications/Acknowledgements:

Business Administration Certification: Exp. 2019

Ten Key Mastery and Keyboarding – Average Speed: 8642, High Speed: 10614

Customer Service & Sales Certification: Exp. 2018

President's Recognition Award - Diversified Vocational College

CPR/First Aid Certificate