

JAYNIE LEAVY

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230 Walnut Street, Livingston, NJ

EDUCATION

Syracuse University, Syracuse, NY May 2024
Martin J. Whitman School of Management & S.I. Newhouse School of Public Communications GPA: 3.8

- Dual Bachelor of Science degree in Finance and Advertising
- Relevant Coursework: Principles of Finance, Advertising Practice in a Diverse Society, Economics, Financial/Managerial Accounting, Communications and Society, Graphic Design, Business Analytics

LEADERSHIP AND COMMUNITY ENGAGEMENT

Treasurer, Sigma Delta Tau at Syracuse University, Syracuse, NY November 2021-November 2022

- Establish the budget
- Work with the other members of executive board and allocate enough money to each position
- Deposit, write checks, and document sorority's spending using Excel
- Email daily with the accountant and read Accounts Receivable to ensure all members pay dues

Consultant, Slice Consulting Club, Syracuse University, Syracuse, NY February 2022-Present

- Work in a team with a specific client to advise, strategize, and improve their business
- Gain a hands-on experience in the business world and enhance problem-solving skills

Greenhouse Member, TNH Advertising Agency, Syracuse University, Syracuse, NY February 2022-Present

- Work in a team to develop, create, and execute big advertising ideas for a local client
- Design graphics for team using Adobe Photoshop and place them into print magazines, Instagram, and Facebook templates
- Gain a hands-on experience in the advertising world with real-life businesses

Volunteer at The Friendship Circle, Livingston, NJ September 2016-January 2020

- Built friendships with special needs children
- Played sports with them, assisted in arts and crafts, and ate dinner with them once a week

EXPERIENCE

Retail Sales Worker, Infinity Clothing Store, Livingston, NJ September 2019-December 2021

- Provided a high level of customer service to guests in the store which resulted in increased repeat guest visits
- Tidied up the store and kept organized

Camp Counselor, Life Time Inc., Florham Park, NJ June 2021-August 2021

- Responsible for the safety and wellbeing of campers aged five to eight which required continuous patience and care
- Created itineraries and conducted safety briefs before activities

SKILLS/CERTIFICATIONS

Certifications: Microsoft Office Specialist Excel 2019

Software: Microsoft Excel, Microsoft Word, Adobe Creative Cloud, RStudio

Social Media: Instagram, TikTok, Facebook, Snapchat