

Jacquelyn Benoit

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Education

SUMMER PUBLISHING INSTITUTE || NEW YORK UNIVERSITY

JUNE 2024

CREATIVE WRITING, BFA || FULL SAIL UNIVERSITY

OCTOBER 2023

Experience

ADMINISTRATIVE ASSISTANT | THE SPOHLER FOUNDATION

DEC 2018 – JAN 2024

- Repeated end-of-year work since 2018
- Implemented digital filing system for past, present, and future documents using Apple's Finder and backed all files up to organized Google Drive
- Wrote copy for donation letters and aggregated data into spreadsheet
- Sorted, distributed, and responded to e- & physical mail

STYLIST | FRANCESCA'S

JUN 2019 – AUG 2019

- Trained new employees on POS system and store policies

CREW MEMBER | DUNKIN'

APR 2019 – AUG 2019

- Worked during peak hours, managing many tasks and ensuring customer satisfaction

STYLIST | JUSTICE

JUN 2018 – AUG 2018

- Designed and changed store's seasonal displays after close with team members

Skills & Abilities

SYSTEMS AND SOFTWARE

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Canva
- Microsoft Office Suite
- Mac and Windows OS
- HTML and CSS

OTHER

- Copyediting & Proofreading
- Research & Analysis
- Creative problem solving
- Detail-oriented
- Teamwork

Other

PUBLICATIONS

"Clean" || J. Penelope Baker || *Intangible Magazine* || Summer 2024