

JOVITA NDONG

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PROFESSIONAL SUMMARY

Recent Strategic Communication graduate of a four years accredited University with experience in promoting brands, marketing products, client relations, creating and managing events for businesses and consumers. Proficient with all aspects of Microsoft Office Suite. Experienced in creating innovative curriculum to facilitate and motivate student learning. Exceptional know-how in building relationships with the purpose to encourage and lead students to achieve long and short term goals.

SKILLS

- Social Media (Facebook - Instagram - Twitter - Vine - Snapchat)
- Windows and Apple Operating Systems
- Microsoft, Adobe InDesign, FinalCutPro, Photoshop
- Fluent in English, French and Spanish
- Event Planning
- Editing
- Counseling
- Public Speaking
- Interpersonal Skills
- Teamwork
- Flexibility
- Leadership
- Goal Oriented
- Detailed Oriented
- Account Management
- Creativity
- Direct Marketing
- Customer Service

WORK HISTORY

Sales Representative

Silverleaf Resort - Austin Texas

06/2012 - 06/2013

- Sold vacation packages
- Effectively engaged clients to participate in company raffle game
- Customer service

Trained and mentored new sales representative Increased production numbers weekly.

- Documented all customer inquiries thoroughly
- Answered customer questions and concerns about product

Public Relation Intern

Nacogdoches Memorial Health - Nacogdoches Texas

09/2015 - 12/2015

- Leveraged technical resources to design and create campaign deliverable, including e-mail invitations, articles and marketing videos.
- Wrote press materials and made presentations to director.
- Organized photo shoots and interviews for several articles.
- Managed some internal, external and crisis communications.
- Drafted and edited content for organizational publications, including employee newsletters
- Wrote and edited articles, web content, advertising copy, periodicals and publications for internal and external audiences.
- Collaborated with team to coordinate advertisements and promotions.
- Supplied marketing expertise to company departments.
- Planned and organized annual company Diabetes Health Fair
- Drafted and managed print, online and social media communications designed to promote company brand, image and values.

Language Instructor

Berlitz Language Center - Libreville Gabon /Austin Texas

03/2016 - Current

- Taught English and Spanish to all level one-to-one and groups.

- Created and organized Spanish curriculum for kids summer camp program.
- Fostered safe and engaging learning environment for students.
- Successfully improved student participation in the classroom through integration of creative role-playing exercises.
 - Implemented reading and writing workshops to increase student literacy and support school reading programs.
 - Developed and taught a curriculum to improve students' conversational abilities.
 - Assisted department head in establishing daily schedules, curriculum and ESL activities.
 - Administered and graded tests and assignments to evaluate student progress.
 - Assigned lessons and corrected homework.
 - Improved instruction methods by using a variety of assessment tools and strategies.
 - Attended workshops to learn about student motivation and engaging learning activities.
 - Gave one-on-one attention to each student while maintaining overall focus on the entire group.
 - Worked with an average of 12 students per class.
 - Used role playing, simulations, team exercises, group discussions, videos and lectures to instruct participants in a variety of ways.

Certified Field Manager

LEI Home Enhancement - Austin Texas

07/2016 - 10/2016

- Promoted LEI products and Promotions while generating leads
- Engaged in direct Marketing

Data Input, analysis and tracking Planned team meeting Improved marketing representative weekly production Clerical duties

- Trained all incoming sales team members.
- Supervised a sales force of 4 sales associates.

Enrollment and Completion Adviser

National American University - Austin Texas

11/2016 - Current

- Advised prospective students on college admission, financial aid, and career exploration.
- Built relationship and maintained high volume of telephone, messaging and email communication with students.
- Planned and implemented new marketing materials to increase retention of students.
- Implemented new weekly communication technique with students.
- Conducted formal interview sessions with prospective students.
- Advised and mentored undergraduate students placed on academic probation.
- Monitored students' academic progress and referred students who were struggling to campus resources.
- Pointed students to relevant information about academic and personal support services available at the college.
- Developed long and short term goals and objectives with students via phone, email, and text messaging.

EDUCATION

Bachelor of Arts: Strategic Communication emphasis in Public Relations

Stephen F. Austin State University - Nacogdoches Texas

December 19, 2015

- Minor in International Relations
- Member of University Women Choir
- Spanish coursework
- Member of XA Christian Fellowships and inter-varsity Christian Fellowships Club
- Lead Small groups bible studies
- Created campus groups called "Prayer Warriors"
- Tutored French