

JILL ROSWELL



EXPERIENCE

EVENT ORGANIZER/ DESIGNER

Self-employed (2011-2021)

- Coordinated vendors to produce flawless professional events from birthday parties to corporations anniversaries.
- Managed client's budgets for all event related purchases and vendor hiring.
- Contracted travel arrangements for hosts and guests of events.
- Designed and crafted decorations for thematic events, such as the launching of a new technology system for glasses with a futuristic approach.
- Supervised events to accomplish the highest level in service.

ENUMERATOR

Census Bureau (2020)

- Applied customer service skills to convince people to answer the Census Bureau survey, answered their questions and hesitations.

RESIDENT RELATIONS REPRESENTATIVE

Irvine Company "Oak Glen and Rancho Alisal" (2014-2015)

- Promoted positive relations with apartment residents by assisting them with all inquiries and requests, or welcoming new residents and prospects to the community.
- Handled resident complaints and converted them into opportunities.
- Leased apartments by listening to prospects' needs and finding the right apartment for them.

STYLIST/ CONSULTANT

David's Bridal (2014)

- Educated David's Bridal customers about styles, fabrics, and design to achieve the look they want. Built relationships with clients in store and over the phone (CRM).
- Assisted brides in the process of purchasing her wedding gown.

LICENSED INSURANCE BROKER

Health Markets (2012-2014)

- Provided full service as an insurance broker to help through all the process of submitting applications, getting coverage, and helping with claims.
- Helped over 150 clients to find health, life and disability insurance plans that fit their needs and budget.
- Sought for clients through different advertisement tools.

CURRENT OBJECTIVE

To use my event planning and communication abilities to contribute to the success of the company.

LANGUAGES

- English
- Spanish

REFERENCES

[Redacted]
Community Manager - Irvine

[Redacted]

[Redacted]
Community Manager - Irvine
Company

[Redacted]

[Redacted]
Manager at Health Markets

[Redacted]

ACCOUNT EXECUTIVE

SHIFT Marketing Digital (2011)

- Managed timing and projects to ensure successful delivery of work by designers, web developers, and communicators.
- Collaborated with designers to accomplish impeccable printed advertisements, program magazines, event invitations, and more.
- Operated as a community manager, developed digital marketing campaigns, and published effective ads on social networks, such as Facebook, Twitter, and Foursquare.
- Developed proposals for important clients to offer unique and creative presence on social networks.
- Sent “Email Marketing campaigns” to target clients with specific needs and increased social media presence and conversion exponentially.

INSTITUTIONAL EVENT MANAGER

Laboratorios Interpharm (2009- 2010)

- Planned inaugurations and closing ceremonies for each of the medical congresses sponsored by Interpharm Laboratories. Including food, beverages, decor, audio/visual services, music and more. These events ranged from 100 to 400 people.
- Assisted with the organization of monthly educational meetings for Interpharm’s salesforce.
- Managed client’s budgets for all event related purchases and vendor hiring.
- Contracted travel arrangements for Interpharm’s sponsored doctors to participate in national and international medical congresses.
- Designed and crafted decorations for thematic events, such as the launching of a new technology system for glasses with a futuristic approach.
- Planned up to 5 special events per month, for medical congresses sponsored by Interpharm, held in the same or in different cities.
- Supervised events to accomplish the highest level in service.
- Coordinated teams of marketers for selecting, presenting, and advertising pharmaceutical products during trade shows.

EVENTS, SEMINARS, AND CERTIFICATIONS COORDINATOR

Cicerón Foundation, San Francisco de Quito University (2008 - 2009)

- Coordinated all the arrangements for the adult academic courses offered by Fundación Ciceron, at San Francisco de Quito University.
- Contracted travel arrangements for foreign professors contracted by “Fundación Ciceron”.
- Communicated with speakers to solve their needs during the courses to run educational events smoothly.
- Advertised educational programs for business corporations.



