

Jessica Horton

☎ 407.922.3382

✉ jess@jesshorton.com

🌐 jessicachorton

Highly competent, creative professional with excellent verbal & written communication skills
extremely organized • attentive to detail • self-starter • quick learner • goal-oriented

Experience

- 2012 - Present **Argus Corrections Solutions** *Marketing Coordinator*
Design and print all marketing materials; create and maintain company website and online content; logo design; manage e-mail campaigns and contact lists; target market research; establish and maintain consistent corporate branding throughout product lines
- 2015 - 2016 **Humane Society of Sarasota County** *Communications Coordinator*
Promote awareness of organization; market special projects and promotions; communicate with constituents through media relations, marketing, public relations and communications; design and edit branding communications including monthly e-newsletters, sales promotions, direct mail, and solicitation materials; maintain and analyze social media and online presence; create and maintain website content and artwork; assist with promotional events and special events; write and distribute press releases for local newspapers and media; maintain brand identity
- 2008 - 2012 **TalkTelio, LLC** *Administration & Marketing*
Maintain company website; design, print & mail marketing materials and monthly newsletter; compile, edit, and submit information for government requests for proposals; design all marketing materials

Skills

Adobe Creative Suites CS6

Proficient — [Illustrator
Photoshop
InDesign
Dreamweaver
Acrobat Pro

Intermediate — [After Effects
Flash
Lightroom

Microsoft Office

Proficient — [Word
Excel
Powerpoint
Publisher
Outlook

Social Media

Facebook • Twitter • Instagram
Pinterest • Google+ • YouTube

Other

Wordpress
HTML
CSS
SEO
MailChimp

Education

- 2006 - 2008 **SUNY Westchester** 3.8 GPA
- 2004 - 2006 **State College of Florida** 3.7 GPA