

Jessica Redding

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EDUCATION

Southern New Hemisphere University: Jan. 2023 – Present

Manchester, NH

Pursuing a Bachelor's Degree in Communications

Georgia State University: Aug. 2020 – Sep. 2021

Completed 30 credits toward a BA in Film and Media

Atlanta, GA

- Current *President* of Newton Film Club
- Major: Film and Media; Minor: Art

Georgia State University Perimeter College – Newton Campus: Aug. 2018 – July 2020

Degree Earned: AACC–Assoc. of Arts Core Curriculum

Covington, GA

- Elected *President*, Newton Film Club
- Major: Music/Film

EXPERIENCE

Barista: Sep. 2022 – Present

Starbucks Coffee Company

Locust Grove, GA

- Managed the drive-thru by taking orders and serving customers merchandise, drinks, and food.
- Make/Prepare food and beverages for customers quickly and efficiently.
- Switch out out-of-date syrups and other various ingredients needed on the floor.
- Clean in between customers
- Dress appropriately according to the proper dress code.
- Clean countertops and machinery with the right techniques, safety measures, and materials.
- Wash hands frequently
- Appropriately act accordingly to any unsatisfied customer

Substitute Teacher: Jan. 2022 – April 2022

Henry County School System

McDonough, GA

- Assisted differing levels of children (K-12)
- Followed substitute/teaching protocols
- Followed specific directions left by the teacher for the day
- Wrote a report and gave feedback on how the day went.

Summer Program Aide: June 2021 – Aug. 2021

Locust Grove Public Library

Locust Grove, GA

- Shelved and organized books when necessary.
- Tidied, organized, and counted library crafting supplies.
- Attended routine staff meetings.
- Organized, set up, and took down events.

- Directed patrons around the library and offered assistance when needed.
- Checked out patrons using "Evergreen" and the library's system.
- Created various flyers and posters for events and activities.
- Participated in creative processes regarding future events and activities.

Club President: Feb. 2019 - Present

Georgia State University: Perimeter College
Covington, GA

- Devised, deployed, and managed a starter campaign for the Film Club by running booths
- Collaborated with faculty and staff to operate meetings and events for the Film Club.
- Cultivated and strengthened lasting client relationships through sociability and determination.
- Handled challenging obstacles and 20+ students, allowing for successful and effortless events and meetings.
- Chaired membership development of club members and maintained and sought out relationships and sponsorships of the club.

Key Accomplishments:

- Created an environment where all students can join and participate in club activities no matter their major or knowledge of film.

Community Volunteer: Jan. 2019 – Mar. 2019

Sharon Baptist Church
McDonough, GA

- I assisted in serving, cleaning, and managing tasks in/around the kitchen for the First-Generation Coca-Cola Scholarship Foundation.
- Optimized the consumer satisfaction rate to maintain consistency throughout the church function.

General Worker/Assistant: Jan. 2017 - July 2020

Ola Builders
McDonough, GA

- Aided in general labor around each property/construction site.
- Helped customers/workers around the construction site.
- Assisted in calculating monetary amounts for equipment, materials, and general spending.

Ola High School
McDonough, GA

Leadership Student: Sep. 2017 – May 2018

- Supervised and led students to perform high standards for competitions, football games, and other school-related functions.
- Resolved conflicts, negotiated agreements, and clarified misunderstandings between members to reach win-win solutions to disagreements.
- Participated with members to make sure individuals understood their part and duties within the activity.
- Evaluated quality problems and performed continuous training exercises to identify and resolve issues.

Student Volunteer: Jan. 2015 – Jan. 2017

- Assisted with money management, customer service, and serving food to customers.

- Greeted incoming guests, answered questions, and directed individuals to desired locations to enhance team efficiency for SAPA, an organization in the metro Atlanta area that sponsors competitive and educational events for Winter Guard (indoor Color Guard) units.

SKILLS

| Windows | iOS | Scheduling | Troubleshooting | Fast Learner | Organization | Planning | Self-Motivated
| Social Media Literacy | Sociable | Active listener | Determination | Leadership |