

Isabella Jones

San Diego, CA 92115

Authorized to work in the US for any employer

Work Experience

Account Representative Assistant

D Tech Marketing Agency - San Clemente, CA
January 2023 to Present

Assists with new client development at the agency. Works with new clients needing marketing services such as search engine optimization, digital advertising and social media marketing requirements.

Assembler/Office Staff Member

Direct Tech Inc. - San Clemente, CA
May 2022 to August 2022

A summer position, responsible for the assembly of component parts on circuit boards for a technology company. Also, performed various clerical and data entry type tasks. In addition, received incoming calls from customers as a support person to the sales team.

Assembler

Direct Tech Inc. - San Clemente, CA
May 2021 to August 2021

A summer position, responsible for the assembly of component parts on circuit boards for a technology company. Also, performed various clerical tasks as well as data entry tasks.

Education

Bachelors of Science in Recreation and Tourism Management with an emphasis on Recreational Systems Management

San Diego State University - San Diego, CA
August 2020 to Present

High School

San Juan Hills High School - San Juan Capistrano, CA
August 2016 to June 2020

Skills

- Time Management
- Computer Skills
- Organizational Skills

- Database Management
- Interpersonal Skills
- Assembly
- Problem-Solving
- Teamwork
- Customer service (Less than 1 year)

Groups

Alpha Phi International Fraternity

September 2020 to Present

A women's sorority at San Diego State University that is a sisterhood dedicated to leadership, philanthropy, personal growth and lifelong friendships.

Campus Manager for Outside Life

August 2022 to Present

Current Campus Manager for San Diego State University, responsible for promoting the sale of Ikon Ski Passes through social media for the Outside Life Company. Last year was a campus representative for Outside Life Company.