

JESSICA CRABTREE

Date of Birth: 9/1/1989

261 Glacier Drive | Clinton, Arkansas 72031 | 501-253-4960 | jessica@jessicacrabtree.com

SKILLS PROFILE

- Strong work ethic with professional, analytical approach
- Reliable, punctual, and highly organized
- Excellent interpersonal skills, maintaining a positive and professional attitude
- Extensive writing skills including composition, editing, proofreading, presentation, research, and blogging
- Fluent computer skills including word processing, spreadsheets, internet and e-mail, point-of-sale and bookkeeping, and basic programming

EMPLOYMENT HISTORY

Partner, Enoch Computer Technologies LLC

2014 — Present

(Previously Enoch Computer Technologies | Under sub-contract 2008-2014)

Clinton, Arkansas

- Web design & development with emphasis on HTML & CSS coding, Wordpress, and social media
- Full-time contract-based management of business & organization websites
- Client consultation, training, and technical support for web development planning
- Graphic design for web & print media including newspaper, social media campaigns, advertisements, professional documents, and high-resolution printing
- Office management including secretarial work and bookkeeping

Sales Associate, Faye's Diamond Mine

2012 — Present

Clinton, Arkansas

- Storefront activities including but not limited to customer service, point of sale, jewelry cleaning & evaluation, repair intake, and custom design
- Daily presentation and display of merchandise
- Checking in & placing orders, assisting with inventory
- Client management, events planning, store marketing and advertisement

Freelance Artist

2007 — Present

Clinton, Arkansas

- Pastel and Charcoal Originals and Commissions

ACTIVITIES

- Co-Director, Clinton Hunger Run, Certified Annual 5K Run/Walk, 2013-Present
- Volunteer, Van Buren County Library, 2004-2005

EDUCATIONAL

- GED & Overall Academic Achievement Award, North Central Arkansas Career Center, 2008

REFERENCES PROVIDED UPON REQUEST.