

Jaida Clouden

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EXPERIENCE

Gender and Sexuality Studies - Intern

January 2023 - May 2024

- Managed the program's Instagram account by keeping it up-to-date and uploading content
- Controlled the program's OpenLab website by uploading content and making sure it was accessible to all
- Designed fliers and promotional content using Phonto (an editing app)

LowkeySketch - Content Creator

April 2023 - November 2023

- Edited pictures/videos to produce content by using Phonto & Cute Cut Pro (editing apps)
- Uploaded content to social media platforms such as Instagram, Pinterest, and Reddit
- Researched artist show applications and created organized spreadsheets of timeline art shows using Notion (a project management app)

Vans, Kings Plaza Mall - Stock Supervisor

August 2023 - March 2024

- Oversaw the stock room and made sure it was organized
- Managed employees by making sure the employees met the companies goal
- In charge of opening and closing the store
- Took responsibility when needed
- Worked with POS & MS Word

Vans, Kings Plaza Mall - Sales Lead

July 2023 - August 2023

- Drived sales to improve the companies influx
- Ensured high levels of customer service by using interpersonal skills
- Motivated associates to work hard

Vans, Kings Plaza Mall - Sales Associate

August 2021- July 2023

- Engaged with customers
- Worked with registers
- Exemplified making sales

Allstate Insurance, Brooklyn, NY - Volunteer

May 2019 - March 2020

- Scanned customer documents
- Input data into customer files
- Replenished shelves with office supplies

SKILLS

Technical Writing
Graphic Design
Time management
Writing communication
Notion
WordPress
Cute Cut Pro
Highly Motivated
Team Player

AWARDS

Won the Arthur Ashe Essay
Award in 2016

LANGUAGES

English

PROJECTS

April 2021, I published a book of poetry titled "Thoughts of Create"

ABOUT ME

I am a Technical Writer skilled at working with WordPress, creating graphic design content, social media content creator, and managing. I am eager to take on new responsibilities.

EDUCATION

New York City College of Technology, Brooklyn, NY

Bachelors Degree for Professional and Technical Writing

August 2020 - June 2024