

Janea L. Kelly

Phone: 301-395-6553

Email: the.importance.of.being.kelly@gmail.com

EDUCATION

University of Maryland, Baltimore County

January 2011 – Present

English (Communications & Technology)

Spanish (Minor)

- Committee member, Student Events Board (September 2011-Present)

Montgomery College, Rockville, MD

September 2008 – December 2010

(Associate's Degree)

English/Anthropology

- Member and poetry editor of the Red Jacket Literary Magazine (2009-2010)
- Representative for the AAUW's National Conference For College
- Women Student Leaders (2010)

EXPERIENCE

Eddie's Of Roland Park

Customer Service Representative

October 2014 - January 2015 (Seasonal)

- Provided guidance, gift wrapping, handmade floral and gift basket arrangements, coffee and confectionary services to customers during holiday seasons.

The Glover Family

Childcare Provider,

October 2013 – Present

- Caregiver for family with two young children.
- Created a safe, stimulating environment and organize activities for children while parents were working and help out in the household.

Student Events Board University of Maryland, Baltimore County

Events Programmer,

August 2012 – May 2013

- Worked on a team to design fun, creative events and programs for student body of UMBC.
- Utilized customer service skills to welcome, greet, and answer clients and inquiring staff, and maintained office space.
- Event planning: brainstorm news ideas,

development into events and/or long-term programs and final execution.

Dynamite Gymnastics Center

Instructor/Counselor,

September 2010 – January 2012

- Adapted quickly and eagerly in an unfamiliar job setting to a fast past environment with its own language and systems.
- Instructed youth 12 & under in safe gymnastic techniques.
- Provided a fun, but enriching and stimulating environment.
- Helped to build good team and individual work ethic in youths through their participation in gymnastics.

PC Inc.

Merchandising & Sales Keyholder,

June 2008 – July 2010

- Helped design and do the window layout so that it could better appeal to clients.
- Provided an explicit body of knowledge about product and field questions about our brands.
- As a keyholder and active manager during night shifts, I maintained open, closing, and smooth sales operation.
- Field calls, handle online orders, maintain stock.