**[Social Media Customer Service](https://www.postjobfree.com/resume/adzim3/social-media-customer-brooklyn-ny)**

**Location:**Brooklyn, NY

**Posted:**September 06, 2023

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**Resume:**

Grace Jammal

Tel:(917)7034805; gracejammal78@gmail.com

CORE COMPETENCIES

● Strong Communication

● Highly Organized

● Attention to Detail

● Social Media

● Time Management

● Team Player

● Customer Service

● Sales Tactics

● Fast Learner

EDUCATION

Brooklyn College, CUNY, Brooklyn, NY Expected Graduation: 05/2025 Expected Degree: BA in Business Administration, Marketing PROFESSIONAL EXPERIENCE

Frostings by Venee, Deal, NJ Summer 2021 & 2022

Retail Associate

● Assisted in selling children's clothing and toys, as well as handled online orders

● Posted on the company social media account, communicated with clients, and marketed the products on Instagram stories

● Wrapped gifts, organized the store, and handled cash and credit card transactions

● Communicated with customers to ascertain their needs for personal use as well as gifts Magen David Yeshivah Preschool, Brooklyn, NY 01/2022 - 06/2022 Assistant Teacher

● Managed the care of 4 year old children in a classroom environment

● Assisted the teacher with all daily activities and projects with care and patience High School Intern 04/2021 – 06/2021

● Observed and worked with a class of eight year old girls

● Learned how to communicate and help each individual student Adina’s Jewels, Brooklyn, NY 09/2021 – 01/2022

Retail Associate

● Assisted customers locate costume jewelry items, and communicated with them in a professional manner

● Organized and sorted jewelry, as well as handled credit card and cash transactions DSN Summer Camp, Deal, NJ Summer 2020

Counselor

● Supervised and led a 3 year old group in a full day of summer camp

● Assisted the children during all camp activities, and ensured their safety at all times Camp AllSport, Ocean, NJ Summer 2018 & 2019

Counselor

● Responsible for a group of 8th grade girls, and 6th grade girls, respectively

● Guided and led a full day of sports, swimming, arts and crafts, team building and social interaction

● Supervised on local trips, late nights and overnights, and ensured their safety Sociall Butterfly, Brooklyn, NY 10/2022-06/2023

Social Media Marketing Employee

● Managed social media marketing for businesses and companies, with being in charge of daily posts and content

● Created logos, graphics, and marketing strategies for clients SKILLS

Microsoft PowerPoint; Basic Word and Excel; Google Drive; Language: Basic: Hebrew and Arabic