

# ALEXANDRIA JESSE

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## EXPERIENCE

### SharkNinja

Needham, MA

Social Graphic Designer-Contractor, August 2024 – December 2024

- Create visual assets for use on different social media platforms.
- Develop and maintain a visual identity and brand aesthetic across all social media channels.
- Collaborate with the marketing team to come up with creative campaign ideas that drive engagement.
- Design engaging social media posts that effectively communicate key messages to audiences.
- Stay up-to-date with social media trends, design best practices, and platform updates.
- Manage multiple projects simultaneously and prioritize tasks to meet deadlines while maintaining high-quality standards.

### Karyopharm Therapeutics

Newton, MA

Contracts Project Manager, July 2022 – August 2023 (*3 month contract to start, extended*)

- Support the clinical trial team and oversee Trial Master File redactions and submissions.
- Maintain time management on fast timelines with specific trials needing to be submitted before others.
- Draft and review contracts for submission to legal manager before executing.
- Continue working on clean-up projects after system integration into the new contract management system.

Data Entry Administrator, April 2021 – June 2022 (*3 month contract to start, extended*)

- Strategic execution of clean-up projects for system integration to new contract management system.
- Meticulous attention to detail when entering data into the contract management system based on information from collected from executed contracts.
- Fix incorrect data to ensure accurate data output from the contract management system.
- Create different Work Instructions about the contract management system for others to learn and perform the tasks properly and effectively.

### Screamin' Hill Brewery

Cream Ridge, NJ

Waitress, September 2020 – September 2021

- Maintain full menu knowledge about all beers currently on tap to create a better experience for guests.
- Contribute to a friendly atmosphere that builds lasting relationships with patrons and colleagues.

### Incluvie.com

Boston, MA

UX Designer, January 2020 – May 2020

- Collaborate with other designers to implement a new rating system that is more user-friendly.
- Conduct user research and testing with different designs, based on the data obtained in research and testing.

### Emmanuel College, Mac Laboratory

Boston, MA

Mac Lab Monitor, January 2017 – March 2020

- Support professors and students with all their technology, design, and print needs.

## EDUCATION

### Emmanuel College

Boston, MA

Bachelor of Fine Arts

- Bachelor of Fine Arts in Graphic Design, Minors in Photography and Art History
- GPA: 3.7 (Cum Laud, *Vice President* Kappa Pi Honor Society)
- Activities: *PR Board* Art History Honor Society, *PR Board* Graphic Design Club, *Member* Photography Club, *Member* Her Campus

## SKILLS

Adobe CC Illustrator, Photoshop, Lightroom, InDesign, XD, After Effects, InVision, Sketch, Canva, Photography

## INTERESTS

Baking/Cooking, Photography, Reading