

Jade Matlock

A: 303 Carlito Cove, Universal City, TX 78148

T: (253) 988-1160

E: jadejay28@gmail.com

Highlights:

- * Cross-cultural communicator.
- * Advanced Clerical knowledge, Administrative, and Retail Skills.
- * Skilled at problem-solving, conflict resolution, team building, planning, and organizing.
- * Comfortable with working in group dynamics.
- * Proficient in summarizing information for clarity and understanding.

Experience:

- Virtual Film Screener: Indy Film Fest (Volunteer)- Indy Film Fest
 - Indy Indiana Midnight, Indy Narrative/International, US Narrative, Documentary Fest
 - January 2022-April 2022
 - Watched 94 films in advance screening of films submitted to indy festival.
 - Criticized, rated, categorized, analyzed/found content for similar ideas, and wrote justifications of opinions.
- Group Facilitator RTI: Strengthening Families Program-Iowa State University-Extension and Outreach
North Carolina
January 2016-February 2017
 - Responsible for helping participants reach decisions and accomplish goals.

- Worked with groups to clarify meeting content, objectives and to establish ground rules that govern behavior. Also, selected appropriate methods and tools that will enable participants to achieve results.
- Led the group to resolve conflict and return to goals. Other duties as a group facilitator include creating environments that allow civil dialogue and input from all participants and, above all, remaining neutral throughout the process.

▪ Docent (Volunteer) Cape Fear Gardens Historic Farm House and General Store

Fayetteville, North Carolina

October 2015-2016

- Responded to tour points of interest to group members and responded to questions. Provided directions and other pertinent information to visitors. Escorted individuals or groups, sightseeing tours, or through places of interest such as industrial establishments, public buildings, and galleries.
- I have researched various topics, including site history, environmental conditions, and clients.

▪ Veteran Affairs Counselor Assistant/Administrative Assistant (Work-Study)
Campbell University- Pope AFB

Fayetteville, North Carolina

January 2011-January 2012

- Managed the reception area, including greeting visitors and responding to telephone and in-person requests for information. Maintained and constantly updated confidential file systems. Responsible for inputting classified documents accurately. Determined received student hours and recorded how the assignments of students (US Army and Civilians) were completed.
- Served as a point of contact for all outside vendors to gain access to the office. Made copies, sent faxes, and handled all incoming correspondence. Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.

▪ Historian Assistant (Volunteer)

US Army Logistics Museum

Tacoma, Washington

November 2009-January 2010

- Maintained an inventory of contents for rare books, periodicals, and archival collections.
- Cleaned and repaired damaged books and resource materials.
- Created a complete and accurate paper filing system and gathered historical data such as archives, court records, diaries, news files, etc., for research objects/projects. I contrived numerous data sources for books, periodicals, and local historical publications. I preserved new and old archival materials.

▪ Selling Associate

Macy's Fine Jewelry (Seasonal)

Savannah, Georgia

October 2008-January 2009

- Maintained contact with store management and central merchants regarding business performance.
- Participated in specialist meetings and training classes. Assisted with special shows and projects as needed.
- Cashier and Customer Service.

▪ Sales Associate:

Rugged Warehouse

Savannah, Georgia

(Seasonal) July 2006-May 2008

- Responsible for all sales activities. Created personal and business goals of expanding customer base in the marketing area. Worked within the sales and support teams to achieve customer satisfaction, revenue generation, and long-term account goals in line with company vision and values.

Education:

Facilitator Certification: Strengthening Families Program: Parents, Adults, Youth 10-14, Military/Civilian Families

Campbell University: History major (Online Student 2013-2014)

Campbell University: Associate of Arts: General Studies (2012)