

RESUME

Jairian Loveall

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Experience

Southern Coast Spine and Pain Specialists

Marketing Coordinator

 Beaufort, SC September 2021 - PRESENT

Designed and managed marketing assets for distribution on social media, print publication and email, under the direction of the Chief Operations Officer.

Southern Coast Specialists

Receptionist

 Beaufort, sc - April 2021 - December 2021

Provided multifaceted administrative support for Southern Coast Specialists. Answered phones; handled patient inquiries in regards to medication and procedures; schedule procedures and appointments for four out of five of our practices; and manage medical file upkeep, in a fast-paced environment.

This is Kay

Co-Owner + Graphic Designer

 Honolulu, HI - December 2020 - April 2021

Utilizing Graphic Design, motion graphics, and video editing, I helped to create a brand and platform to encourage and praise women's individuality, despite societal standards of how a woman should be, look and feel.

Hawaiian Airlines

Guest Service Agent

 Los Angeles, CA - August 2018 - June 2019

Provided guests with an authentic Hawaiian hospitality experience working at the ticket counter and at the gate. Possessed exceptional communication skills, thrive in a fast-paced environment, and am willing to lend a helping hand.

Brown Trout Publishing

Seasonal Graphic Designer

 El Segundo, CA - January 2018 - May 2018, September 2018 - May 2019

Collaborated with BrownTrout's creative team in executing projects for print through skills in print production, photo editing, and design. Titles including Pantone, Toei Animations, Katy Perry, and others were created through typography, innovative design, and creative problem-solving.

Sports 1 Marketing

Graphic Designer

 Irvine, CA - June 2016 - May 2017

Created visual assets for print and digital marketing campaigns for various platforms using programs such as Adobe Illustrator, InDesign, and Photoshop. Also created presentation decks and assisted with business development.

Leadership

AFI Marine Corps Recruit Depot Spouse of the Year

 February 2024 - Present

Recognized for her volunteer work and leadership in the military community. Worked with non-profit organizations to raise money and spread awareness of veterans struggling with their mental health.

Parris Island Spouses Club

Communications Chair

 Parris Island, SC - June 2022 - September 2023

Restructured the communications department and created systems and processes to streamline communication throughout the club. These systems assisted to make positions transferrable. Utilized social media algorithms to maximize visibility and draw attention to events and fundraisers for the club.

Weapons and Field Training Battalion

Family Readiness Assistant

 June 2021 - Present

Collaborated with the Command team to plan events and fundraisers for the Battalion as well as using social media marketing to promote these events to boost morale and support the battalion and their families.

Skills

Skills: Leadership, Critical Thinking, Customer service, Adaptability, Creativity, Marketing Campaign Management, Social Media Design and Management.

Technical: Adobe Creative Suite (Illustrator, Photoshop, Indesign, Premiere), wordpress, Squarespace, Instagram, Facebook, Twitter (x), OBS, Twitch, Discord, Kick Streaming.