

J e n n i f e r L . J e n k a

(506)871-7656
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518 Salisbury Road
Moncton, NB, E1E1B8

Dedicated, reliable and detail oriented candidate has over 17 years of experience in management and administration of a small freelancing business, writing and promoting web content, pamphlets, newsletters and other promotional materials. Enterprising leader interested in a position to utilize excellent organizational and creative skills, and to apply experience and knowledge in a productive work environment. Candidate is committed to completing all projects within established schedules and in compliance to all applicable specifications, standards and any other project constraints. Dedicated team player is able to coordinate quality control activities for accuracy and adequacy, while maintaining high output standards. Independent, personable and confident person wishes to bring talent and experience to an organization or business, in order to thrive in her chosen profession.

- ✦ Meticulous Attention to Detail
- ✦ Intuitive & Creative Thinker
- ✦ Analytical & Organized
- ✦ Flexible & Consistent Availability
- ✦ Preparation & Research
- ✦ Management & Strategic Development

Professional Experience

Jenka Creations

1998 – Present

Freelance Writer/Small Business Owner
Moncton, NB

- ✦ Edited and search engine optimized various websites; developed online content from pre-existing outlines; created fresh articles and information for publication.
- ✦ Wrote and edited various academic and research papers on topics such as; The Economic Collapse of 2007-2008, Chloride Stress Corrosion Cracking, among others.
- ✦ Researched technical issues thoroughly and created educational papers for students and businesses; stream-lined procedures for general distribution and publication.
- ✦ Created and organized resumes and cover letters for various high profile and innovative business people through self-advertising and online promotions.
- ✦ Interviewed celebrities and created entertaining articles for mass distribution; maintained proper decorum; prepared and researched interview questions in advance.
- ✦ Blogged consistently for smaller web publications; answered consumer and reader questions when required; arranged, wrote and edited content for direct publication and printing.
- ✦ Provided poetry and varying content for books, magazines, newspapers, and e-zine publications; aided in the research of topics and executed presentations when needed.
- ✦ Established and edited press- releases and marketing content for small businesses; worked with many clients in tandem without lagging in accuracy or creativity.
- ✦ Promoted and aided in publicizing content to attract and draw readers or clientele; assisted website owners in improving existing content utilizing SEO techniques,
- ✦ Acted as a copyeditor/writer to small freelancing contractors; assisted and informed contractors of improved publication methods and procedures.
- ✦ Ghost-wrote short stories, articles, various papers, correspondence and copy for different businesses and individuals; maintained confidentiality of clients in accordance to contracts.
- ✦ Utilized administrative skill and liaised with business owners by providing suggestions for continuous improvement; created presentations and other PR and promotional materials.

Education & Technical Skills

Crandall University, Moncton, NB,

Completed up to 4th year of a Bachelor of Science in Biology

University of New Brunswick, Fredericton, NB, 2001-2003

Completed 3 Years towards Bachelor of Arts in English

Moncton High School, NB, 2000

Graduated with Honours

Microsoft Office Suite (including Excel, PowerPoint, and Word) ✦ Database Management
Networking Applications ✦ Adobe Connect ✦ Google Analytics ✦ SEO

Volunteer Experience

Bessborough School: Taught Creative Writing Techniques to youth

Laubach Literacy: Taught Reading & Writing to Illiterate Youth & Adults

Tutoring

Extracurricular Activities

Junior Forest Wardens ✦ Air Cadets ✦ Volleyball ✦ Choir ✦ Kindergarten preparation
Babysitting ✦ Mentorship ✦ Peer Counselling ✦ Moncton High Newspaper
The NewBrunswickan Paper ✦ UNB Drama Society ✦ Biological Society

Hobbies & Personal Life

Family & Friends ✦ Writing ✦ Reading ✦ Hiking ✦ Camping ✦ Fishing
Walking ✦ Native Drumming ✦ Bird Watching ✦ Drawing ✦ Reptiles ✦ Photography
Board Games ✦ Cross-stitching

<https://www.linkedin.com/in/jenniferljenka/>
<https://www.jenkacreations.weebly.com>

References Gladly Provided Upon Request