

LEAH SHANNON (LS) JERRETT

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EDUCATION

University of Massachusetts Lowell, MA

Bachelor's Degree

WORK EXPERIENCE

Gym Concierge, Mar. 2018 - Present

Equinox Sports Club, San Francisco, CA

- Uphold brand standard and standard operating procedures for the club
- Provides luxury customer service for all members entering and leaving facility
- Assists with member inquiries and concerns
- Multi-tasks in a fast-paced environment while following appropriate procedures
- Works efficiently with front desk staff and upper management

Gym Concierge, Oct. 2017 - Feb. 2018

Ethos Health LLC, San Francisco, CA

- Front desk duties, managing member accounts in mindbody, housekeeping

Ad Traffic Coordinator, Oct. 2015 - Apr. 2017

Extension Media, San Francisco, CA

- Adhered to strict advertising deadlines while creating and maintaining calendar systems
- Worked proficiently with HTML, java, all Microsoft programs
- Supported display and video ad campaigns for clients
- Worked in a small team as well as independently
- Organized, edited and prepared content for print and digital publications
- Addressed problems and came up with effective solutions

Administrative Assistant, April 2013 - October 2015

Melinae - Burlington, MA; Everest Healthcare - Arlington, MA;

Wharton MBA - SF, CA

- Edited/created powerpoints, spreadsheets, data entry
 - Shipping/receiving, directed phone calls, made phone calls
 - Housekeeping duties, office maintenance
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REFERENCES

Makayla Keating

765 210 6013 makayla@ehcsf.com

Supervisor at Ethos Health Co.

Nicole Jacobson

415 786 3699 njacobson@extensionmedia.com

Supervisor at Extension Media

Jim Quallen

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CEO of Melinae

Darcy Thomas

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Doctor, Supervisor at Everest Health Care

Kristina King

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Supervisor at Cole Haan

Lisa Burke

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Former Manager