



JECIKA
MERZIUS

PROFILE

OBJECTIVE

Seeking a position with a non-profit organization where there is potential for growth, to be a member in on a team, and utilize experience to the maximum.

CONTACT

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HOBBIES

Singing
Art
Music
Podcasts

RUTGERS UNIVERSITY 2024

Habitat for Humanity
Washington Internship
Work Study
EOF

WORK EXPERIENCE

The Washington Center

Spring 2018

Identify, develop, or evaluate marketing strategy, based on knowledge of establishment objectives, market characteristics, and cost and markup factors.

Evaluate the financial aspects of product development, such as budgets, expenditures, research and development appropriations, or return-on-investment and profit-loss projections. Compile lists describing product or service offerings.

Coordinate or participate in promotional activities or trade shows, working with developers, advertisers, or production managers, to market products or services.

Conduct economic or commercial surveys to identify potential markets for products or services.

Election Poll Worker

2014-2024

Set up election poll books and machines

Verify identification

Search data base for party affiliation

Give instructions on voting

Rutgers Call Center

2017-2018

Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

Schedule and confirm appointments for clients, customers, or supervisors.

SKILLS

Clerical

Communications

Data Entry

Customer Service

Microsoft Office Suite

Grant Research
