



JENNIFER LANCE

Professional Summary

Enthusiastic communications professional eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Clear understanding of relationship building, curating content for Marketing & Communications and Development teams, and logistic management. Motivated to learn, grow and excel in a diverse environment for a greater cause.

Work History

Ahava Centers For Spiritual Living - Social Media Manager Intern

Lexington, KY

01/2021 - Current

- Responded to comments, posts and questions from various channels under supervision of Director of Marketing and Communications.
- Created informative and entertaining posts for client's Twitter, Facebook and Instagram pages.
- Maximized strategic approaches by keeping close eye on performance and making appropriate adjustments.
- Created content strategies for digital media.

Berea College – Marketing & Communications - Photography

Multimedia Editor & Manager

Berea, KY

01/2018 - 11/2020

- Played a key role in facilitating 300+ projects per year and contributing to every stage of photography production.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Maintained energy and enthusiasm in a fast-paced environment.
- Developed and managed projects from concept to completion, including storyboards, post-production editing, and final delivery formats.
- Organized assets by collecting data from camera media and managing file backup to the digital asset management system.
- Inspected proofs to verify the quality of prints and the need for adjusting and retouching.
- Photographed high-quality images for both print and internet

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☎ 859- 408-5861

📍 Lexington, KY 40503

Education

12/2020

Berea College

Berea, KY

Bachelor of Arts: Communication, Biology

Full Tuition Scholarship

- Majored in Communication
- Minored in Biology
- Elected to President, Secretary, Community Observer for Non-Traditional Student Association in 2017-2019
- Elected to Design Lead for Developer Student Club in 2019
- WBER Podcast Host 2020
- Spring 2020 Dean's List
- 2020 "Wildly Possible" Virtual Startup Competition – 4th place winner

The New York Film Academy

Burbank, CA

No Degree: Photography

Sloane Shelton Independent Arts and Humanities Grant

12/2016

Bluegrass Community And Technical College

Lexington, KY

Associate of Arts

12/2016

Bluegrass Community And Technical College

distribution.

- Determined and adjusted subject position, props, and lighting equipment while selecting camera angles to optimize final product utilized on websites, prints, and promotional items.

South Arts, LLC - Fieldwork Intern

06/2020 - 11/2020

- Interviewed Appalachian folk artists for an installation piece titled, "In These Mountains: Central Appalachian Folk Arts & Culture."

Berea College – Ecovillage - Administrative Assistant/Work Study

Berea, KY

08/2017 - 12/2017

- Assisted director with implementing community tasks and functions, organized property management digital records, and maintained residential sustainability efforts for 50 single-home units for non-traditional students.
- Designed monthly newsletters and planned community-based events.

Randstad/Lexington Clinic - Medical Receptionist - Neurology & Endocrinology

Lexington, KY

01/2015 - 06/2017

- Managed master calendar and scheduled appointments for 3 providers based on optimal patient loads and clinician availability.
- Documented patient medical information, case histories and insurance details to facilitate smooth appointments and payment processing.
- Adeptly managed multi-line phone system and pleasantly greeted all patients.
- Responded to correspondence from insurance companies to verify patient's coverage.
- Adhered to strict HIPAA guidelines at all times to protect patient privacy.

Additional Information

Community Involvement:

- Kentucky Youth Soccer Coach - Madison County, KY
- Team Captain - Lexington Clinic Relay for Life, Lexington, KY (\$148,481.29)
- God's Pantry - Lexington, KY
- Hope Center - Lexington, KY
- Rehab Therapy - Lexington Extended Care, Lexington, SC
- Harvest Hope Food Bank, Columbia, SC
- Astra – Enterprise, AL

Lexington, KY

Associate of Science

Midlands Technical College

West Columbia, SC

No Degree

- 2010-2011 Phi Theta Kappa Member
- President's List 2010-2011
- 2013-2014 MTC College Ambassador

Skills

- Adobe Creative Suites
- Photography
- Videography
- Networking
- Public speaking
- Content creation
- Interviewing
- Scheduling
- Flexible & Adaptable
- Research
- Writing and interpersonal communication
- Fundraising
- Logistics

