

Jessica Junqua

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EXPERIENCE

Regional Outreach Representative (NJ) – Full Sail University

August 2023 – Current

- Facilitates onsite and virtual student recruitment workshops, delivers brand-level marketing presentations, participates in regional community events, and provides support services to the education community at large.
- Conduct monthly 15-20 onsite high school and community college recruitment activities.
- Attend all regional college fairs, career nights, STEM/STEAM events, marketing events, community events, and additional prospective student & alumni activities.
- Accurately and completely explain Full Sail University's educational programs, expected outcomes, and student services to prospective students.
- Document all communication diligence within Full Sail University's customer relationship management system (CRM).
- Ensure proper ingestion of prospective student inquiries into Full Sail University CRM immediately at the conclusion of all recruiting activities.

Technical Recruiter - Alpha Consulting Corp.

July 2019 – August 2023

- Analyze client requirements against qualifications of candidates and match the best candidate with client open job orders.
- Qualify candidates by conducting telephone interviews to obtain work history, education, training, job skills, & rate requirements.
- Present job opportunities to candidates and negotiate compensation.
- Assist with resume preparation and submission to vendor management tool.
- Handle interview coordination efforts including phone or in-person interview preparation & candidate follow-up, reference checks, new hire onboarding, & placement care follow-up.
- Manage and update the internal company database, and Applicant Tracking System (software).
- Review and respond to company, candidate and consultant emails and calls.
- Clients: Allergan/AbbVie, Teva, World Fuel Services, Bristol Myers Squibb, Campbell Soup Company, Diageo North America, Merck, AstraZeneca, Organon

Freelance Community Manager - Likeable Media - NY

January 2019 – March 2019

- Created and extended client brand voice across social channels by posting content on sites including Facebook, Twitter, Instagram, LinkedIn, and Pinterest through both proactive and reactive content.
- Responded reactively and engaged proactively on behalf of client's social channels during established community management hours.
- Worked with clients and Account Manager to develop and implement an escalation process for priority posts as well as build a plan for crisis management across social channels.
- Clients: Ahold USA (GIANT Food Stores, MARTIN'S Food Markets, Giant Food), Avon USA

Associate Community Manager - Likeable Media - NY

January 2018 – March 2019

- Monitored, managed, and updated clients' social media pages.
- Assisted in the development of content, campaigns + promotions for pages & developed monthly/bi-monthly analyses + reports for clients.
- Clients: Ahold USA (GIANT Food Stores, MARTIN'S Food Markets, Stop & Shop, Giant Food), Great Wolf Lodge, Likeable Media

Admissions Ambassador/Social Media Intern - The Office of Undergraduate Admissions at MSU

August 2015 – May 2018

- Provided the best possible experience for prospective students and their families by leading campus tours and performing office administration tasks including handling phone calls regarding student admissions and concerns.
- Used all social media channels to promote and represent the Montclair State University brand and inspire prospective students to choose Montclair State University as their school.

EDUCATION

Montclair State University

Montclair, NJ

Bachelor of Arts in Communication and Media Arts, Minor in Musical Theater

Graduated: January 2019

- *Student Ambassador* – Montclair State University School of Communication and Media
- *Member, President* – Lambda Pi Eta National Communications Honor Society (Zeta Chapter)
- *Other Memberships*: The National Society of Leadership and Success, Theta Phi Alpha Sorority, Phi Sigma Pi National Honor Fraternity

VOLUNTEERING

Playhouse 22 (East Brunswick Community Players) – Repertory Board Member

June 2016 - Current

Theta Phi Alpha – National Officer (Emerging Chapter Communications Coordinator)

March 2021 – September 2021

The New Jersey Communication Association (NJCA) – Public Relations Director

April 2019 – March 2021

SKILLS

Microsoft Office – Google Suite – Adobe Premiere Pro – iMovie – GarageBand – WordPress – Canva - Adobe Photoshop – Social Media Platforms (Facebook, Twitter, Instagram, Snapchat, TikTok, Pinterest) – LinkedIn – Google Analytics – Hootsuite – Sprinklr – SAP Fieldglass – IQNavigator – Beeline – Acceleration (VMS) – JobDiva (ATS) – Salesforce – Monster – Glassdoor – Indeed – Phone Etiquette – Recruiting – Public Speaking – Giving Presentations – Facilitating Workshops