

Jenna Lombardo

CONTACT

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EXPERTISE

Event Planning
Concept Development
Art Direction / Branding
Social Media Management
Graphic Design

PERSONAL SKILLS

Creativity
Team Collaboration
Communication
Problem Solving
Leadership
Coordination

SOFTWARE KNOWLEDGE

Adobe Illustrator
Adobe After Effects
Adobe Photoshop
Adobe XD
Adobe Indesign
Atom (Coding)
MS Word
MS Powerpoint
MS Excel

WORK EXPERIENCE

ASSISTANT EVENT PLANNER

Megan Elizabeth Weddings and Events / Feb 2022 - Present

- Helps with design development; creating mood boards, floor plans, timeline, and overall design plans for events and weddings
- Meeting with clients to discuss plans for events, participates in venue walk throughs and rehearsals
- Contacting and communicating with vendors and venues
- Attends events to help with set up and break down

SERVER

Sip & Guzzle / Jan 2024 - April 2025

- High volume, knowledge driven service, including multiple drink and food menus
- Working buy outs and private parties
- Providing high quality service to guests
- High communication skills and teamwork

MARKETING ASSOCIATE

Wise Assistant / Sept 2021 - Jan 2022; June 2023 - Jan 2024

- Advertising/Marketing role - Fully Remote
- Helps curate and manage social media campaigns
- Manage multiple social media accounts
- Helped influencers / content creators build a platform for themselves

SOCIAL MEDIA MANAGER

Freelance / 2018 - 2021

- Managed content across multiple social media platforms
- Editing photos and creating graphics for clients
- Helps to create content for social media accounts
- Developing printed media ideas for restaurants

EDUCATION

BACHELORS OF FINE ARTS IN ADVERTISING AND BRANDING WITH CONCENTRATION IN ART DIRECTION

Savannah College of Art and Design

SCAD Dean's List

SCAD Achievement Honor's Scholarship

REFERENCES

Megan Dechant

Owner of Megan Elizabeth Weddings and Events
(757) 751-1831

Steve Schnieder

Owner / Bar Manager at Sip & Guzzle
(732) 804-7841