


Jasmin Kirkwood

"Executive Assistant Extraordinaire"

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 Gulfport, MS

 www.justsingphotography.com/other-services



EDUCATION

Savannah College of Art 2009- 2013

BFA Photography & Graphic Design, 3.5 GPA



SKILLS

- Notion Software Proficiency
- Online Filing System Creation, Organization & Management
- Vital Document Creation
- Multiple Executive Scheduling
- Business Process Optimization
- Communication/Interpersonal
- Typing 65 wpm



"YOUR MISSING LINK"

For the past 5 years, I've had the opportunity to perform work for companies that allowed me the room to move creatively, uniquely and with the freedom needed to be able to utilize & develop existing skills & passions, as well as develop several new! And now, I'm finally ready (and excited!) to pursue work that will allow me to more fully utilize my current skillset and passions in a way that resonates more with me as an individual and in relation to my impact in the world.

I have a very unique perspective and understanding of things that I have paired with my eagerness to learn, grow, and be effective in life, and this has consistently proven invaluable to every team of which I've ever been a part.

And I would love to be a part of yours.
If hired, you will not be disappointed.



WORK EXPERIENCE

JUSTSING PHOTO & DESIGN

Creative Agency Owner (2010 - Present)

Services offer startups/entrepreneurs/small businesses through the process of launching/taking their existing business to the next level:

- Graphic Design
- Website Design & Maintenance
- Photography
- Personal Branding
- Business Consulting

GEO JOBE GIS CONSULTING

Executive Assistant/Notion Specialist (2023)

- Business Process Optimization
- Conference/Travel Planning
- Executive Scheduling & Note-taking
- Company Hiring
- Unique Notion Software Developments:
 - GEO Jobe | Notion Hub
 - Variety of Employee Workspaces
 - Task/Project Management Workspaces
 - Employee Wellness Widgets
- GEO Jobe | Hiring Hub
- GEO Jobe | Conference/Travel Planning Workspace
- GEO Jobe | Teamspaces

GRAZZ MASTERS

Executive Assistant/Internal Company Strategist (2019 - 2023)

Chiefly provided executive support, worked to land new clients, and provided New Customer Onboarding support - also worked daily to perform a variety of work related to company operations & system management/maintenance:

- Created & managed new customer estimates/contracts
- Account Management (SAP) - Contract Management - System cleanup & maintenance
- Estimate/Contract/Invoice Management
- Initiated & performed "vital document creation & management"
- Pivotal in negotiating company-wide worker strike
- Created centralized company asset/resource mgmt. system/documents
- Optimized entire company system & several vital business processes/operations
- Traveled and performed company photography (now on website)

HIGH 5 TEST

- 1 Empathizer
- 2 Catalyst
- 3 Coach
- 4 Peace Keeper
- 5 Believer

Strengths Families



EMPATHIZER (FEELING)

Strength #1

Your objective is to be empathetic to others' emotions. You have a natural ability to step into another person's shoes, even if you don't agree with their feelings or perspective. You understand what other people are going through, and this allows you to connect with others on a deeply personal level. You appreciate everyone's differences and particularities. You treat people fairly & don't exclude anyone, which naturally draws others to you. When part of a team, this strength based on kindness is valuable for mitigating conflict. You use it to ensure that everyone takes the others' challenges and emotions into consideration.



CATALYST (MOTIVATING)

Strength #2

Your objective is to act and initiate action. You don't like waiting until all discussions are over, and are impatient to actually start doing things. You agree that sometimes progress can be achieved in the meeting room, but deep down you know it's real action that leads to tangible results. While others prefer to wait until they have all the necessary information to act, you feel that action is the most valuable teacher and the best source of information. How can you know something doesn't work if you haven't tried it? You make a decision, then you take action, look at the results, and learn. Because of this, you are often impatient for things to happen – and when they don't, it can lead to tension and confusion with the others involved. Still, your talent of transforming intangible ideas into tangible actions is invaluable in every team. You believe that you will be remembered by what you accomplish, not by what you say or think.



COACH (FEELING)
Strength #3

Your goal is to develop people's potential. You believe that, contrary to what some might think, everybody has the potential for development. No-one has ever reached the ultimate level of excellence – there is always room for growth. It is your personal mission to help others realize and use their potential to experience success. As a result, you always look for ways to facilitate their learning, from challenging their thoughts in a discussion to creating environments that facilitate progress. As a leader, you truly care about the development of your team members, and they respect you for that.



PEACE KEEPER (FEELING)
Strength #4

Your objective is to resolve conflicts and establish harmony. You believe that, because conflict divides us, we need to find areas of agreement in order to move forward. You always wonder why people waste so much time in confrontations when it is much more productive to look for consensus. As such, you always seek common ground with others, even if you must sacrifice your own opinions for the sake of balance and harmony. You also have a strong sense of forgiveness. Your strength helps your team sail smoothly along and mitigate any conflicts as you search for win-win solutions for all those on board.



BELIEVER (DOING)
Strength #5

Your objective is to believe and to do 'the right thing'. Of course, 'the right thing' differs from person to person, but what's certain is that you are not ready to compromise your values. Your impeccable set of values is like a compass that guides you. It provides direction and gives your life meaning and satisfaction. For you, money is not the ultimate measure of success. Some people call you the 'person of purpose'. And it's true - you choose to surround yourself with people who respect and align with your ideals. You only participate in projects you believe in, and team members respect your integrity, consistency and reliability.