

Jacklyn Salmeri

Phone: (201) 704-9842 Email: jsalmeri14@gmail.com | www.JacklynSalmeri.com | www.Linkedin.com/in/JacklynSalmeri

Education

Rutgers University – New Brunswick, NJ

Bachelor in Communication Studies

Minor in Digital Communication, Informatics, and Media

May 2020

Internship Experience

Professional Golf Association

Far Hills, NJ

Tournament Operations

June 2020 – August 2020

- Provided excellent customer service and assisted in conducting the registration process for Junior Golf Events and Professional Tournaments
- Effectively monitored the pace of play on the golf course to ensure tournaments were run in a timely manner
- Managed live scoring program to finalize player's scores after their round and ensure fairness
- Understood and communicated with directors and interns to address any issues or concerns

Double G Media

Somerville, NJ

Sports Media Associate

May 2019 – Sept. 2019

- Actively engaged and covered numerous sporting events
- Composed articles relevant to the event for website publication
- Recognized for having the fourth most read article in the month of June
- Edited and published staff writer's articles using Wordpress
- Created content for DoubleGSports Instagram using Canva

Work Experience

BMW of Morristown

Morristown, NJ

Customer Relations Specialist

Nov. 2020 - Present

- Focused on providing high levels of customer service and customer satisfaction to current and potential customers
- Assisting with front desk administrative duties as needed
- Following up with internet leads via email to generate trust and customer visits

Shackamaxon Country Club – Scotch Plains, NJ

Beverage Cart Attendant

May 2019 – Sept. 2019

- Stocked beverage cart each day with snacks and beverages
- Sold snacks and beverages to golf members to increase customer satisfaction
- Recorded products sold and to whom
- Operated and maneuvered golf cart according to proper cart and golf etiquette

Golf Shop Attendant

May 2018 – Nov. 2018

- Ensured a personable customer service experience to members and guests
- Managed scheduling of up to 200 tee times per day
- Coordinated effortless check-in process using Clubsoft computer software
- Organized golf shop and managed inventory control

Skills

- Microsoft Office
- Wix
- Canva
- Social Media Management