

Jenny L. Barnett

43 Meadow Lane ♦ Manchester, CT 06040 ♦ 860.880.0311 ♦ info@barnettwriter.com

Personal Profile

Excellent writer who is adept at translating technical information into jargon-free language accessible to the general public. Possesses advanced quantitative analysis skills suitable for business, financial, and scientific projects. Advanced internet and database researcher in business, merchandising, legal, and scientific fields. Proven excellence in sales and in working with teams.

Extremely poised and able to get along well with others in a variety of social and business situations. Always accomplishes projects on time. Highly energetic, personable, and motivated with strong work ethic. Sensitive to customers' and co-workers' needs and able to relate to people with a lively sense of humor.

Skills Summary

- ♦ Strong direct sales experience and achievement
- ♦ Accomplished in Team-Building and Coordination
- ♦ Advanced Internet Research Skills
- ♦ Advanced Written Communications Skills
- ♦ Quantitative Analysis
- ♦ Report Writing
- ♦ Sales and Marketing Writing
- ♦ Use of Internet in Developing Marketing and Sales Materials
- ♦ Technical Writing
- ♦ Interviewing
- ♦ Academic Writing
- ♦ Microsoft Office (Word, Excel, Powerpoint, Access)

Professional Experience

SALES, MARKETING, RESEARCH, AND COMMUNICATIONS

- ♦ Received awards/bonuses for sales achievement in retail, real estate, and financial services.
- ♦ Devised successful marketing strategies in above areas.
- ♦ Prepared business financial reports and conducted quantitative analysis of same.
- ♦ Designed and prepared SEO-appropriate website content for small business purposes.
- ♦ Created and implemented customer response techniques for online and telephone business application.
- ♦ Conducted advanced research on marketing strategies for real estate markets.
- ♦ Created reports on marketing strategies for supervisors.

Jenny L. Barnett

43 Meadow Lane ♦ Manchester, CT 06040 ♦ 860.880.0311 ♦ info@barnettwriter.com

Employment History

BARNETT COPYWRITING & CONSULTING, Manchester, CT 06040 (<http://barnettwriter.com>)

Technical Writer, Quantitative Analyst, 2007 – Present

WILLIAM RAVEIS REAL ESTATE, INC., Glastonbury, CT 06033 (<http://www.raveis.com>)

Realtor, 2006 – 2009

PRUDENTIAL FINANCIAL PLANNING, Syracuse, NY 13214 (<http://www.prudential.com>)

Financial Planner, 2003 – 2005

Education

LE MOYNE COLLEGE – Syracuse, NY 13214 (<http://lemoyne.edu>)

B.A. (Physics/Mathematics)