



JENNIFER ODOM

CORE STRENGTHS

- Website management
- Email list management
- Membership management
- Project management
- Customer service
- Sales & meeting sales goals
- Spreadsheets (Excel and Google Sheets)
- Various computer software
- Organization

CONTACT DETAILS:

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Miami Beach, FL

EMPLOYMENT HISTORY

Hot Yoga Asheville

FRONT DESK MANAGER, JANUARY 2017 - MARCH 2020

Sold memberships to clients to meet daily / weekly / monthly sales goals, handled email communication via Gmail and newsletter/email management software, managed 200-500+ members via MindBodyOnline, office paperwork and organization, managed teachers and studio staff, handled social media posts.

JenniferOdomYoga.com & ShopMerakiBotanicals.com

WEBSITE CREATION & MANAGEMENT, 2014 - PRESENT

Create and maintain website, email list, and social media. Organization for blog and video creation. Analytics to grow website visitors. Creating & editing blog posts, videos, and photos. Manage all social media posts and organization.

EDUCATION

Rutland High School

GRADUATED 2010

- 3.0 GPA

Macon State College

CORE + BUSINESS CLASSES, 2010 - 2012

- Core academic & business classes

Asheville Yoga Center

SEPTEMBER 2016 - APRIL 2017

- 200 Hour Yoga Teaching Certificate

REFERENCES

Adi Westerman

*Owner of Hot Yoga Asheville
828-333-1288*

Heather Parks

*Teacher at Hot Yoga Asheville
828-785-9232*

Lex Keklak, L.Ac

*Teacher at Hot Yoga Asheville
856-296-7975*