

# LORI JACKSON

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## **PROFILE**

*A reliable and self-motivated individual with excellent communication and organizational skills.*

**INTERPERSONAL SKILLS • PROJECT MANAGEMENT COMPUTER PROFICIENT IN MICROSOFT SOFTWARE COORDINATOR • VOLUNTEER • LEADERSHIP**

## **EDUCATION**

**BRIGHAM YOUNG UNIVERSITY – IDAHO; REXBURG, IDAHO (2009-PRESENT)**

BACHELORS OF UNIVERSITY STUDIES

- Double Minor in English/Family Relations, Emphasis in Communications
- Expected Graduation 2011

**RICKS COLLEGE; Rexburg, Idaho (1886-1989)**

Associate in General Studies

- Studied Communications · Accounting · Family Relations

**BRIGHAM YOUNG UNIVERSITY STUDY ABROAD; Israel (Winter 1988)**

- Studied Religions of the World · Arab/Israeli Conflict · Old and New Testament

## **WORK EXPERIENCE**

**PERSONAL ASSISTANT • AFLAC INCORPORATED • Parker, CO (2007-2009)**

- Managed schedule and customer account contacts
- Reorganized 8 years of neglected account files to make them easily accessible
- Prepared various spreadsheets and reports to systematize the individual sales representatives business

**OFFICE ASSISTANT • CONSOLIDATED ELECTRICAL DISTRIBUTORS • Ogden, UT (1989-1991)**

- Inventory management
- Accounts receivable and payables
- Front desk reception

## **VOLUNTARY EXPERIENCE**

**BOARD OF DIRECTORS • CLARKE FARMS HOMEOWNERS ASSOCIATION • Parker, CO (2009-Present)**

- Acted as Vice President and Member at large
- Resolved community discord
- Diverse experience in evaluating and approving bid proposals, organizing events and community meetings and working with city officials

**PRESIDENT/SECRETARY OF WOMEN'S ORGANIZATION • LDS CHURCH • Parker, CO (2002-2007)**

- Managed and coordinated social, physical and emotional efforts to care for over 150 women within church organization
- Oversaw records, reports and finances regarding organization