

JANN BEDAYO

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EDUCATION

Wayne State University – Detroit, Michigan

BA in Communication Studies – Minors: Psychology and Gender, Sexuality, & Women's Studies

PROFESSIONAL EXPERIENCE

Contract Administrative Operations Consultant | Placed by Hirewell at Cohen & Co., St. Claire Shores, MI

February 2026 – Present

- Deliver a welcoming front desk experience by **assisting visitors and employees, resolving inquiries**, and providing **concierge-level support** to ensure seamless daily operations.
- **Coordinate conference room scheduling**, meeting setup, and food & beverage logistics, resolving conflicts and **supporting in-office events** to enhance efficiency and professionalism.
- **Support onboarding and company initiatives** by preparing materials, organizing logistics, and assisting with cross-functional administrative needs.
- **Maintain office operations** by managing facility requests, supplies, mail distribution, and handling sensitive documents with accuracy and confidentiality.

Marketing & Events Coordinator | United Community Family Services, Troy, MI

February 2025 – October 2025

- **Managed digital marketing** by creating campaigns, monitoring performance, producing videos (including a reel with 14.6K views), designing promotional materials, and ensuring brand consistency; resulted in a **100% engagement boost** from February 2025 to October 2025.
- **Oversaw social media strategy** by capturing and organizing content, scheduling posts, planning campaigns for key events, and analyzing performance; **increased follower count by 7.48%** and generated content that gained nearly **10,000 social interactions**.
- **Planned and executed events** by managing logistics, organizing committees, securing venues and vendors, overseeing execution, handling payments, and coordinating sponsorships, ticket sales, and auctions; resulted in a **29.84% increase in auction and raffle revenue**.
- **Promoted programs and fundraisers** through social media, email, website updates, and other communication channels to maximize engagement and participation.

Marketing & Communication Intern | Brose, Auburn Hills, MI

March 2023 – April 2024

- **Co-led the North American social media team** and **produced, posted, and managed social media content** that promoted the company, events, and monthly observances on North American channels including **Instagram, Facebook, and LinkedIn**.
- **Updated the entire external US website** through effective communication with multiple regional employees and created a Diversity page, learning and implementing website editing skills.
- **Generated content for the local intranet** including articles and **supported the coordination of internal and external events** (set up, photography, communication).
- Communicated across **multiple cross-functional department teams**.

SKILLS

Proficient in Microsoft Office, Monday.com, Meta Business Suite, Slack, MailChimp, TextMagic, Sprout Social, Loomly, Canva, and CapCut. Social Media Marketing, Creative Copywriting, Project Management, Event Planning, Attentive to detail, Trend Analysis, Strong work ethic, Collaborative, Multi-tasker, Determined, Adaptable, Self-Management, and Organized.

Certifications: Canva Essentials and Canva Graphic Design Essentials