



419.966.8472



jailynnhoops@gmail.com



[www.linkedin.com/  
in/jailynnhoops](http://www.linkedin.com/in/jailynnhoops)

**LICENSES &  
CERTIFICATIONS**

**Advanced Workflow Badge - Monday.com**  
**Customer Success Badge - Monday.com**  
**Professional Services Badge - Monday.com**  
**Product Badge - Monday.com**  
**CAMP Certification - Project Management Institute (in progress)**

**EXPERIENCE**

**26FIVE • Remote • November 2022 - Present**

Title: Design and Production Manager

- Created and tested a Monday.com workflow for multiple departments to collaborate together and deliver real-time metrics based on time tracking
- Managing the day-to-day running of the Creative Studio; managing studio operations, making full use of project management and collaboration tools
- Conduct daily evaluation of workload balance and assignments across the agency through time tracking and knowledge of teams investment
- Conducted individual and large group onboarding sessions to Monday.com system
- Creating and implementing deadlines, project goals, expectation, and workflows, to ensure a smooth production process with on-time delivery through Monday.com
- Created clear guidelines that would ensure image libraries and video files are stored and named according to protocols
- Implemented Monday.com Apps and systematic reviews to ensure time tracking is completed effectively across agency
- Creating high-level dashboards to help understand processes for transparent awareness of creative studio operations
- Help grow and drive the efficiency of the department through training and technology, follow-up feedback, and incremental improvements throughout the year

Contact: Sophie Ann Terrise - CEO

**JHoops • Remote • January 2021 - Present**

**Drew Laine Designs:**

- Created a Monday.com System that can support multiple clients in individual boards for collaborative work.
- Maintained multiple projects, set deadlines, and maintained relationships with the design team, production team, CEO, and clients in a B2B/B2C setting.
- Established workflow for clients and design team members in several time zones to evaluate and maintain multiple online stores and designs projects.
- Evaluated design work and communicated steps for production, design, and clients.
- Standardized file formats and storage for easy access and feedback to be given on several elements

**Michelle's Macarons:**

- Created a ticked system in Monday.com to answer directly to fans
- Established a time tracking system to review all work with freelancers and clear documentation of work

**Sunrise Windows, Ltd • Temperance, Michigan • May 2018 - January 2021**

Title: Multimedia Designer

- Created Monday.com workflow system across multiple departments/use cases.
- Established and executed Monday.com onboarding/training for multiple departments.
- Maintained website content and applied updates as needed.

Contact: Nikki Domanus - Communications Manager - 419.388.7667

**EXPERTISE**

- |                 |                      |                      |                           |
|-----------------|----------------------|----------------------|---------------------------|
| • Monday.com    | • Character Animator | • Hubspot            | • Campaign Creation       |
| • After Effects | • Media Encoder      | • DocuSign           | • Customer Service        |
| • Premier Pro   | • Audition           | • Canva              | • Interpersonal Skills    |
| • Illustrator   | • PowerPoint/Prezi/  | • Project Management | • Leadership Skills       |
| • InDesign      | Keynote/Ingage       | • Problem Solving    | • Teamwork Skills         |
| • Photoshop     | • Excel              | • Marketing Strategy | • High Level Organization |