

# Jill Ridens

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## EDUCATION

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**University of California, Santa Barbara** Santa Barbara, CA  
*Bachelor of Arts, Sociology, Minor in Multimedia Communication*  
Jun 2022

**University of California, Los Angeles** Los Angeles, CA  
*Adobe Creative Cloud Intensive: Photoshop, Illustrator and InDesign*  
Jun 2022-Present

**Saddleback Community College** Jan 2019-May 2020  
*Associates of Arts, Communication*  
Honors: Magna Cum Laude, Dean's List

## EXPERIENCE

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**Joyan Design** Santa Barbara, CA  
*Intern*  
Apr 2021-Jun 2021

- Managed 25 weddings in 1 year collaboratively with CEO
- Organize yearly milestone calendar to effectively meet deadlines through Microsoft Office
- Direct on-boarding and off-boarding process with 50 new clients handling administrative work, client profiles, and quotes from various vendors
- Created blog posts for company website recapping weddings within brand voice and company aesthetic

**Caje Coffee Roasters** Santa Barbara, CA  
*Designer*  
Jan 2022-Present

- Design stickers and other branding visuals for an upscale coffee shop in Santa Barbara encompassing surf and coffee theme through Adobe Creative Cloud and Canva
- Generate reports and analysis of sales and handmade stickers

**The Daily Nexus** Santa Barbara, CA  
*Staff Writer*  
Sep 2020-Jun 2022

- Write captivating restaurant reviews within brand voice meeting deadlines efficiently
- Take iPhone food photography and edit photos in Photoshop while posting to various social media platforms such as Instagram and Instagram stories
- Keep up with trending restaurants and featured dining experiences in Southern California through TikTok

## WORK HISTORY

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**Harmony Tea Bar** Mission Viejo, CA  
*Barista/Shift Lead*  
Jan 2019-Sep 2020

- Train and mentor 10 employees on highest customer service quality
- Review and evaluate inventory and reporting systems, make adjustments as necessary with administrative duties
- Built self-confidence, character, and courage to lead
- Discovered personal leadership identity, strengths, and values

**Montage Hotels and Resorts, Laguna Beach**  
Jun 2017-Jun 2018  
*Hostess*

- Managed 200+ covers daily, ensuring smooth service by both servers and guest experience
- Produced a WOW impression for a 5 star dining experience, created personalized and memorable service
- Prepared service for high profile and celebrity guests ensuring confidentiality and personal care
- Built new self-confidence and ability to be pro-active

**Alpha Chi Omega Sorority: Delta Psi Chapter**  
Sep 2020-Jun 2022  
*Member*

