

Jamie Lindemulder

www.JamieLindemulder.com

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Objective Dedicated and detail-oriented professional with extensive experience in social media coordination, admin assistance, and data entry. Seeking a challenging position where my skills in social media engagement, customer service, calendar management, bookkeeping and data-entry can be utilized.

Education **Joliet Junior College, Joliet, IL, May 2025**
Bookkeeping Certificate

Plainfield High School, Plainfield, IL, June 1999
High School Diploma

Experience **Marketing Assistant: Moxie Marketing, November 2017 - Present**
Assistant to the CEO. Liaison between clients and team members. Compile and maintain monthly reporting and meeting minutes. Coordinate and schedule Zoom meetings. Manage company business calendar. Social media engagement and management. Proofreading social media content. Manage customer service inquiries on social media in a timely manner.

Office Manager: Plush Marketing Agency, April 2024 - Present
Review and edit written content for clarity, grammar, and accuracy, ensuring all client communications, website content, and reports are polished and error-free. Create, send, and track client invoices. Compile and analyze monthly performance reports from Meta Business Suite. Coordinate a team of freelance writers, designers, and developers—assigning tasks, setting deadlines, and reviewing deliverables to ensure consistent quality and timely project completion. Update and maintain website content using Elementor page builder in WordPress, including uploading new images, editing text blocks, and ensuring mobile responsiveness across all pages.

Social Media & Profile Coordinator: Electric Easel, November 2017 – May 2025
Social media engagement and management. Proofreading and editing social media content. Social media graphic creation in Canva. Manage customer service inquiries on social media in a timely manner. Compile and maintain monthly reporting, scheduling blog posts and communicating with adoptive parents to update their profiles. Updating paper profiles for adoptive parents using Adobe InDesign.

Freelance Virtual Assistant: Self-Employed, September 2013 - Present
Proficient in general transcription. Scheduling appointments and calendar management. Compile and maintain monthly reporting and meeting minutes. Proofreading and editing. Data entry and blog writing. Social media management and engagement (including Facebook, LinkedIn, Twitter, Instagram, TikTok and YouTube). Manage customer service inquiries on social media. Internet research. Social media graphic creation using Canva. Data entry using QuickBooks. Creating newsletters and managing emails/lists in MailChimp. Invoicing to various vendors that my clients use in their business.

Social Media Coordinator: LKQ Corporation, August 2018 – April 2022
Social media engagement and management for two LKQ locations. Social media graphic creation in Canva. Manage customer service inquiries on social media in a timely manner.

Office Assistant: *Top Notch Events, August 2018 – April 2021*

Social media engagement and management. Proofreading social media content. Manage customer service inquiries on social media in a timely manner. Updating website with photos and events. Setting up events via online ticketing system (eTix). Ticket agent on event dates (will- call, selling tickets, issuing refunds). Provided customer service and resolved queries over the telephone. Greeted customers that came to the office. Compile and maintain monthly reporting and meeting minutes. Proofreading monthly newsletter.

Data Entry Clerk: *Cordano, Severson & Associates, July 2011 – September 2013*

Data entry and 10-key to type in the customer's monthly accounting into the Creative Solutions software. Filing/copying and other miscellaneous office duties on an as-needed basis.

Administrative Assistant: *Internet Profits Network, LLC, October 2006 – July 2011*

Managed website creation using HTML, provided customer support through online help desk and phone, took detailed notes during staff meetings, compiled statistics for email promotions, performed general transcription, edited video and audio for marketing, proofread marketing materials and website content, developed Standard Operating Procedures, conducted website testing, and maintained daily autoresponder messages and membership programs.

Accounts Receivable and Payable: *Westfalia-Surge, Inc., October 2002 – October 2003*

Responsibilities include entering payments received into the computer. Verifying figures on payables, stuffing envelopes, and filing account summary pages.

Mailroom Supervisor: *Westfalia-Surge, Inc., July 2001 – October 2002*

Responsibilities include managing inventory and ordering office supplies, picking/packing/shipping literature orders, mailing out the company's monthly newsletter, and delivery of inter- company and USPS mail to the correct department/person.

References

Kendra Fletcher: vtkendra@hotmail.com, 703.863.0903

Cassie Connolly: cassiemconnolly@gmail.com, 630.383.6811

Amber Wheet: aaw1081@earthlink.net, 815.347.2772

Skills

Administrative Support, Content & Social Media, Writing & Editing, Reporting & Research, Bookkeeping, Project Management

**Relevant
Software &
Tools**

Project & Task Management: Asana (Foundations Skill Badge), Trello, Airtable

Design & Content Creation: Canva, WordPress, Elementor

Email & Marketing Platforms: MailChimp, HubSpot, Meta Business Suite

Social Media Management: HootSuite, HeyOrca

Communication & File Sharing: Slack, DropBox, Google Drive

CRM / Website Platforms: Kajabi