



858.316.6777
JANELLG3@GMAIL.COM
SAN DIEGO, CA

GRAPHIC DESIGN SOCIAL MEDIA MARKETING

Creative and detail-oriented administrative professional with a background in office operations, executive support, and graphic design across the wellness and hospitality space. Known for strong organization, attention to detail, and the ability to manage timelines, schedules, and competing priorities in fast-paced environments. Skilled in Adobe Creative Suite, content creation, and visual storytelling, with a genuine passion for design, beauty, and wellness and a track record of supporting teams through clear communication and thoughtful execution.

CORE STRENGTHS

- Influencer & Creator Coordination
- Content Strategy & Planning
- Branding & Creative Direction
- Copy writing & Visual Storytelling
- Graphic Design

SOFTWARES

- Adobe Illustrator
- Adobe Photoshop
- Adobe Indesign
- Microsoft Office
- Canva

EXPERIENCES

Social Media Manager
Activate House, San Diego, CA Feb 2024 – Present

- Managed content calendars, marketing timelines, and brand initiatives across a multi-location wellness studio while creating branded graphics and marketing materials using Adobe Creative Suite and Canva. Coordinated logistics for events, launches, and community activations, ensuring seamless communication between leadership, instructors, and external partners. Supported leadership with scheduling, operational priorities, and project management while maintaining strong community relationships and handling guest inquiries across in-person and digital platforms.

Admin Assistant
Platt College, San Diego, CA Nov 2020 – Sep 2023

- Provided comprehensive administrative support to executive leadership, managing complex calendars, professional correspondence, and competing priorities with a high level of discretion and confidentiality. Coordinated meetings, travel arrangements, and office logistics while preparing documents, presentations, and marketing materials using Microsoft Office and Adobe Creative Suite. Maintained organized records, data entry systems, and office documentation to ensure smooth and efficient daily operations.

EDUCATION

Bachelor of Arts, Major Graphic Design
San Diego State University