

JACKIE LE

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Education

Bachelor of Arts, English Literature
Purdue University — West Lafayette

Grants

- **Social Innovation Fund**, Nov 2021- Earned \$95,000 to expand urban farm incubator, hydroponics program, and build a farm hub
- **IHCDA's CreatingPlaces**, Aug 2021- Raised over \$15,000 from patrons to receive a matching grant to kick-start an annual night market
- **IUPUI Learning by Giving**, May 2021- Awarded \$10,000 to support urban agriculture and food access programs

Experience

Assistant Preschool Teacher Aug 2023 to Current
Milestones Montessori — Irvine, CA

- Lead circle time to engage children with music, storytime, and activities
- Assist in creating innovative montessori lesson plans
- Organize play areas and materials to create a safe and stimulating environment
- Assess student progress through observation of their work and interactions

Buyer May 2022 to Aug 2023
Whole Foods Market Inc — Long Beach, CA

- Analyzed sales and projections to make effective purchasing decisions
- Developed merchandising strategies, increasing holiday revenue by 22%

Communications & Program Manager Jan 2021 to Apr 2022
Growing Places Indy — Indianapolis, IN

- Earned over \$100K in grants and donations for all initiatives
- Planned curricula and budget for 8+ programs while tracking program impact
- Wrote and distributed press releases, newsletters, and website copy
- Managed social media, increasing engagement by 5% across all platforms

Order Writer Aug 2020 to Sep 2021
Trader Joe's — Indianapolis, IN

- Delivered friendly and knowledgeable customer service
- Administered everyday purchases and monitored inventory

Copywriter Intern May 2020 to Dec 2020
Be Well Indy — Indianapolis, Indiana

- Researched industry trends and topics to develop content ideas
- Proofread copy for grammar, punctuation and spelling errors

Copywriter & Editor Intern Jan 2020 to May 2020
Purdue Marketing & Media — West Lafayette, IN

- Copy-edited for grammar, punctuation and spelling, rewriting for accuracy
- Translated complex technical information into concise yet compelling copy

Editor & Reporter Sep 2018 to Jan 2020
The Purdue Exponent — West Lafayette, IN

- Wrote 100+ articles within stated timelines in a fast-paced environment
- Provided editing, fact-checking and proofreading on various articles