

JAMA TIGHE M.S.

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Clifton Strengths: Empathy, Includer, Ideation, Positivity, & WOO

KEY COMPETENCIES

Interpersonal Communication
SQL Experience
Project Management

Excel Proficiency
Leadership Skills
Social Media Management

InDesign Proficiency
Outlook & Microsoft Teams
Click-Up Proficient

PROFESSIONAL EXPERIENCE

Engineering Recruiter

August 2024 - Present

RHM Staffing Solutions

- Cold calling 60+ individuals a day and documenting key skill-set details.
- Orchestrating a call sheet of 60+ names using Indeed, LinkedIn, Indiana Career Connect, & Career Builder
- Setting meetings with clients we aim to work with, and building relationships with them.
- Using ERP systems to document, and report to Account Executive.

Communications Graduate Assistant

January 2021 - July 2024

Ball State Digital Corps

The Digital Corps at Ball State University is a student-led organization with six interdisciplinary teams, including communications, user experience, project management, development, design, and video.

- Oversee and hold team members accountable.
- Review work from team members and correct grammar mistakes.
- Write scripts, write blogs for Ball State University, write content for websites, present pitches for meetings, and ideate with other teams.
- Oversee projects, and manage deadlines for all client needs.

Marketing Internship

May 2022 - August 2022

Boyce Systems

- Build event planning guides for conferences.
 - Create gift boxes for attendees of conferences and trade shows.
 - Write copy for the Boyce website for trade shows and conferences.
 - Attend business meetings, and learn coding processes from senior company developers.
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IMMERSIVE PROJECTS

Inform Muncie

August 2021 - December 2021

Ball State University

- Edit and import photographs to Inform Muncie's website and articles.
 - Interview local Muncie natives, and write stories for the website and newsletter.
 - Organize an interactive event with local Muncie natives and Ball State University staff.
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ACHIEVEMENTS

Accenture Challenge Winner

December 2023

CICS | Ball State University

- Pitched a solution in response to a case study that Accenture employees created for CICS students. Our pitch required an innovative solution including AI, and my group won the pitch and received financial compensation.

USM Sharktank Winner

December 2022

Ball State University

- Pitched an event idea to a panel of hospitality experts. I conducted research, involved local Muncie businesses, collaborated with my group, prepared a presentation, and won the pitch.
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EDUCATION

M.S. Center for Information and Communication Sciences | Ball State University | July 2024 | GPA 3.8

B.A. Public Relations | Minor: Event Planning & Advertising | Ball State University | May 2023 | GPA 2.8