

Jillian Danico

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EDUCATION

Southern New Hampshire University

Bachelor of Science in Business Administration with a Minor in Graphic Design

- GPA: 3.974 | Summa Cum Laude

Manchester, NH

May 2025

SKILLS

Graphic Design: Adobe Photoshop, Illustrator, and InDesign, Canva

Computer: Microsoft Office Suite including Word, Excel, PowerPoint, Google Suite

LEADERSHIP & CAMPUS INVOLVEMENT

Resident Assistant

January 2025 – April 2025

- Foster an inclusive and engaging residential community by actively building relationships with residents and supporting their transition to college life
- Promote student well-being by addressing concerns, facilitating discussions, and connecting residents with appropriate campus resources
- Design and implement interactive, educational programming to encourage student involvement and personal growth
- Ensure a safe and respectful living environment by enforcing university policies and responding to incidents, crises, and emergencies as needed
- Manage administrative responsibilities, including duty logs, incident reports, bulletin boards, and community updates
- Collaborate with a team of RAs and Residence Directors to uphold university standards and improve residential experiences

Learning Fellow

August 2024 – December 2024

- Aided students in a macroeconomics class with learning course material
- Designed and carried out activities that increased student knowledge of the subject
- Learned leadership skills pertaining to teaching students in the classroom
- Worked together with a team of co-Learning Fellows and the professor to enhance student experience in the course

WORK EXPERIENCE

Bank Teller, Eastern Bank – Reading, MA

May 2022 – Present (Summer & Winter Breaks)

- Assisted customers in performing various monetary transactions
- Managed customer accounts and safety deposit boxes
- Demonstrated attention to detail in analyzing and validating financial documents
- Practiced organizational skills in sorting financial documents to ensure proper database entry
- Assisted in bank branch opening and closing procedures

Sales Associate, The Paper Store – Reading, MA

January 2021 – May 2022

- Managed the purchases and returns of merchandise, while displaying a positive attitude and increasing sales
- Demonstrated product knowledge in helping customers to have a positive and successful shopping experience
- Improved merchandise displays to make them more visually appealing to customers
- Assisted in the procedures involved with the opening and closing of the store

COMMUNITY SERVICE

Sea Island Habitat for Humanity – John's Island, SC

August 2018, 2019

- Volunteered by assisting in the house-building process, including some landscaping work

Operation Clothesline – Boston, MA

January 2014 – January 2019

- Participated in a yearly clothing drive for warm outerwear and handed them out to homeless individuals during the winter