

# EMMA GRACE JACKSON

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## PROFESSIONAL SKILLS

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- Autodesk Revit Certified December 2024
- Proficient in AutoCAD, SketchUp, Bluebeam, and Microsoft Office Suite
- Experience with Adobe software and design tools

## EXPERIENCE

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### **AR Billing Specialist**

*Fox Pest Control – Logan, UT*

*May 2021 – Present*

- Resolved billing discrepancies and customer account errors using FieldRoutes.
- Communicated with customers and teams to address and correct billing-related issues.
- Utilized Microsoft Office Suite for reporting and correspondence.

### **Facilities Assistant**

*Utah State University – Logan, UT*

*August 2020 – May 2021*

- Conducted COVID-19 disinfection protocols and cleanliness in public spaces.
- Performed vacuuming, trash collection, restroom upkeep, and glass cleaning.
- Operated floor maintenance equipment and reported maintenance issues.

### **Janitorial Staff**

*Pleasant Grove City – Pleasant Grove, UT*

*October 2018 – August 2020*

- Cleaned restrooms, replenished supplies, and handled garbage collection.
- Operated Kaivac systems and performed elevator and floor rug maintenance.
- Ensured facilities and equipment were well-maintained and presentable.

### **Swim Instructor**

*Pleasant Grove City Pool – Pleasant Grove, UT*

*May 2016 – September 2019*

- Taught swimming techniques, water safety, and front crawl to children of all ages.
- Conducted individual and group lessons, helping first-time swimmers build confidence.

## EDUCATION

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### **Utah State University**

- Associate's Degree in General Studies (*Graduated Fall 2022*)

### **Weber State University**

- Associate's Degree in Interior Design (*Expected Spring 2025*)
- Bachelor's Degree in Interior Design (*Expected Spring 2027*)