

NAOMI LEMON

CONTACT

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PROFILE SUMMARY

A dynamic and versatile professional with expertise in management, education, and promotion. Known for her adaptability and quick learning, she excels in creative problem-solving and efficiently managing complex tasks. With a proven track record of thriving in diverse and fast-paced environments, she brings a relentless drive for excellence to every role she takes on.

EDUCATION

CLEMSON UNIVERSITY

Bachelor of Arts
Language and International Business

SKILLS

- Project Management
- Public Relations
- Team Collaboration
- Research and Analysis
- Leadership
- Media Writing
- Adobe Suite
- Microsoft Office Applications
- Security Training
- Constant Contact
- Teaching
- Website and Newsletter Design

LANGUAGES

- English: Fluent
- Japanese: Global Seal of Biliteracy

WORK EXPERIENCE

SUPERIOR GROUP OF COMPANIES

2022 - PRESENT

Personal Assistant

- Domestic Travel Arrangements, Appointment Management
- Employee Recruiting, Inventory Management, Website Design
- Assisted with Personal Interests and Projects, While Abroad

GSP INTERNATIONAL AIRPORT

2023

CLEAR Security

- Airport Security, Received Security-Related Training
- Managed Passenger Problems in a High-Stress Environment

UPSTATE INTERNATIONAL

2022

Internship

- Wrote and Sent Media Releases.
- Conducted Research for Weekly and Monthly Newsletters
- Designed Newsletter with Adobe Products, Website Documentation
- Lead English Conversation Club

DIGITRADE

2021

Internship

- Conducted Product Investment Research
- Collaborated in Online Team with CEO in Tokyo

MUSEUM OF THE CHEROKEE IN SOUTH CAROLINA

2020

Internship

- Artifact Preservation and Display
- Library and Artifact Cataloging and Organization