

JAYNE GREEN

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4 Nathan Hale Drive, Setauket, NY 11733

EDUCATION

Yale College

Bachelor of Arts in Ethics, Politics, & Economics

May 2019

Graduated magna cum laude and with Distinction in the Major (GPA: 3.92)

Senior thesis topic: "Space: The Constitutive Policy Process"

EXPERIENCE

CrankCycle Studio

Setauket, NY

Operations Manager

Jul. 2020 - Present

- Consulted on organizational matters and strategic planning to advance the business and generate revenue
- Developed portfolio of branded marketing materials, from a website and business cards, to digital and printed flyers
- Supported day-to-day operations, including management of the back-end booking system (Zingfit), troubleshooting technical problems, and coordinating operating schedule with instructors
- Organized three sold-out special events within the span of two months, including a charity ride that raised almost \$6,000

OFC Health and Fitness Alliance

Setauket, NY

Marketing Consultant

Jun. 2022 - Present

- Configured websites on web hosting service and built out each site using WordPress
- Continued maintenance and updating of websites
- Designed promotional and business materials for Oompf Fit Club

Central Intelligence Agency (CIA)

Langley, VA

Intelligence Collection Analyst (Summer Intern)

May 2017 - Aug. 2018

- Managed a multi-issue portfolio pertaining to classified information
- Developed strategies to drive collection on analytic accounts while collaborating with other members of the Intelligence Community
- Helped identify key intelligence reporting gaps through data mining and analyzing bulk data trends
- Contributed to written products published for senior policymakers and briefed senior Department of Defense personnel

VOLUNTEER WORK

Empowerment Collaborative of Long Island (ECLI-VIBES)

Islandia, NY

Volunteer

Dec. 2022 - Present

- Guided Spanish- and English-speaking clients through Community Food Pantry
- Tabled on behalf of ECLI-VIBES to engage with and educate local community
- Attended monthly volunteer nights, completing various special tasks to further mission
- Distributed gifts to client families at holiday event