

# JAYNE GREEN

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4 Nathan Hale Drive, Setauket, NY 11733

## EDUCATION

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### **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

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### **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 Oomph 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

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### **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