

# ***Jay E. Campbell***

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## **Education:**

### **The University of Houston-Clear Lake**

*Bachelor of Science, December 18, 2010*

Major – Public Service Leadership (GPA: 3.33)

### **United States Chamber of Commerce Institute for Organization Management**

*Southeast Institute, University of Georgia*

2013-2014

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## **Experience:**

### **Merrill Lynch – Galveston, TX**

*Financial Advisor*

October 2014-Present

- Seek and contact potential new clients
- Provide financial advice and guidance

### **Texas City-La Marque Chamber of Commerce – Texas City, TX**

*Membership Relations Manager*

April 2012 – October 2014

- Seek and contact new and existing businesses for membership potential
- Coordinate budgeting, planning, scheduling, and executing various Chamber projects and events
- Assist with month-end financial reports and duties
- Coordinate Board of Directors meetings and retreats
- Develop training programs and professional development opportunities for members
- Facilitate and organize Leadership Mainland leadership development course
- Assist in coordination of the Chamber's social media presence

### **First Choice Power – Texas City, TX**

*Local Office Representative*

November 2010 – April 2012

- Seek and contact potential commercial electricity customers in Galveston County
- Prepare rate quotes and contracts for prospects and customers
- Adjust metrics and margins to secure contracts that meet company and customer needs
- Representing company at community events and business functions
- Train new office representatives on customer service policies and procedures

### **Texas First Bank – Texas City, TX**

*Customer Service Representative*

April 2004 – November 2010

- New Accounts and Teller Responsibilities while attending college

*References available upon request*