

# JAYDEN CHADD

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## CAREER OBJECTIVE

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Administrative assistant and/or Manager with professional communication and community management skills.

## CORE COMPONENTS

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- Professional and mature
- Logical and creative thinker
- Natural leader
- Serious and friendly
- Experienced
- Efficient

## PROFESSIONAL EXPERIENCE

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### BRAWL GAMES [1500+]

*Community Manager & Senior Moderator, 2015 - 2016*

- Event coordinator; organize and host events for the community to enjoy.
- Staff Management; assist the staff manager with applications, interviews, etc. Creating tests for moderators, demoting and/or promoting, and staff meetings.
- In game moderation; on the lookout for chat violations and hacked clients.
- Community management; community options, updates, etc.

### LOOT NETWORK [200+]

*Staff Manager & Community Manager, Aug. 2016 - Jan. 2016*

- Staff Manager; handling staff applications, interviews, meetings, promotions and demotions, etc.
- Community Management; in game moderation, community opinions & updates, etc.
- Teamspeak & Discord management.
- Twitter and Xenforo forums management.

## ADDITIONAL SKILLS

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- Experienced with building
- Uses appropriate language
- Access to multiple communication platforms:
  - Discord
  - Skype
  - Teamspeak
  - Slack
- Familiar with Microsoft applications
- Familiar with Xenforo and Enjin platforms