



# Jadine Jacob

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## PROFESSIONAL PROFILE

Creative writer, editor, and graphic designer with a strong foundation in editorial practice, social media management, and diverse set of creative abilities, paired with hands-on professional experience as the Content, Communications, and Marketing Executive at Renard International Hospitality Search Consultants. Organised and experienced in collaborative work environments, with a proven ability to manage deadlines and track revisions across teams. Possessing excellent interpersonal communication skills, committed to achieving success and fostering creative growth. Excellent attention to detail and problem-solving abilities with a friendly and adaptable approach.

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## KEY SKILLS

- Editorial and production coordination
- Marketing-literate publishing strategy
- Content tracking and version control
- Adaptive problem-solving
- Digital content production (print-ready & web-ready)
- Creative project coordination

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## EXPERIENCE

### Content, Communications, and Marketing Executive

*Renard International Hospitality Search Consultant* | Toronto, ON 04/2026 to Current

- Developed and implemented targeted marketing campaigns for diverse client portfolios.
- Planned and organized public relations and promotional events.
- Engaged clients through effective communication and relationship-building strategies.
- Managed social media accounts, ensuring timely updates and audience interaction.
- Conducted market research to identify trends and inform content development.
- Reviewed and edited submissions for clarity and accuracy.

### Self-Published Author

*Amazon (KDP)* | Mississauga, Canada 07/2023 to Current

- Authored, designed, and published *Kiera, The Beast in Black*, managing the full writing, editorial, visual design, and production process
- Researched, drafted, and revised original manuscripts to publication standard
- Performed copyediting, proofreading, and final quality control prior to release
- Designed cover art, interior layout, promotional visuals, and portfolio website for digital and print editions.
- Wrote sales copies, platform descriptions and other promotional materials.
- Managed digital distribution and audience outreach through a variety of different social media platforms.

### Digital Artist / Graphic Designer

- Media proficiency
- Audience-centred communication
- Deadline-driven workflow management
- Visual storytelling and layout awareness

## EDUCATION

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### Bachelor of Arts

Sheridan College  
Mississauga, ON,  
Honours Creative Writing &  
Publishing, 04/2026

### GENERAL ARTS & SCIENCES DIPLOMA PROGRAM

Sheridan College  
Mississauga, ON,  
07/2022

*Independent | Dubai, UAE 08/2017 to Current*

- Produced commissioned and original realistic digital portraiture and visual assets
- Worked with rising storytellers and creative artists on cover art and promotional imagery
- Managed client briefs, revisions, and delivery timelines
- Developed strong visual storytelling and layout awareness

### Media Specialist / Content Creator

*Renard International Hospitality Search Consultant | Toronto, Ontario 03/2024 to 04/2026*

- Draft, edit, and prepare newsletters, industry articles, and annual Global Salary Survey reports for publication across Renard International's digital platforms and professional networks.
- Conduct industry and regional market research to verify and contextualise compensation data for countries globally; ensuring accuracy and credibility in global compensation reports.
- Edit and proofread all materials for clarity and consistency prior to distribution.
- Format publication-ready documents, including reports, newsletters, candidate portfolios and client-driven insights, in alignment with internal editorial and branding standards.
- Create visual and promotional assets to support editorial releases and digital campaigns.
- Manage editorial calendars, versioned and labelled documents to ensure timely delivery across senior-executives.
- Communicate with clients, consultants, and external partners, supporting content and documentation.
- Provide administrative and documentation support, including resume formatting, candidate portfolio presentations, and record-keeping across departments.

### Marketing / Communications & Event Support

*Sheridan College - GAS Marketplace | Mississauga, Ontario 11/2025 to 01/2025*

- Represented the General Arts & Sciences program to prospective students and families.
- Communicated program structure, academic pathways and student experience through one-on-one and small-group conversations.

- Used persuasive communication and storytelling to encourage enrolment and international student interest.
- Supported program branding and public presentation through coordinated displays, printed materials as per merchandise of GAS, and information flow.
- Managed visitor questions, schedules, and materials, requiring organisation and adaptability in a high-traffic environment.

## **PUBLICATIONS & LITERARY CREDITS**

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Hart House Review | 2026

*"Grammar of Dying (11.29)"*

Poet2Poet - Youth Submission Spotlight Series | Jan 2026

*"Grammar of Dying (11.29)"*

B222 Literary Journal - Issues #5, #6 & #7 | Apr 2025; Dec 2025; Apr 2026

*"Black dog, bronze feet"*

*"The World (Still) Boils Rice"*

*"Everything South of Here"*

## **ACCOMPLISHMENTS**

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Contributor, Renard International Global Salary Survey 2025-26

Published in Hotelier Magazine (September 2025)

Certification of Participation - Mississauga Poetry Slam (2025)

Author of Kiera, The Beast in Black

## **Websites, Portfolios, Profiles**

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- <https://www.linkedin.com/in/jade-jacob/>

## **References**

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References available upon request.