

Jade Merriman

Helena, MT 59602

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Professional Summary

I am a motivated and fun individual with a passion for people and the history/cultures surrounding them. I am confident in my ability to learn new things and am always willing to take feedback to improve myself and my work. My specialization is in costume design; I am passionate about making people feel good with what they wear! I love to help people and am always looking for new ways to volunteer in my community

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

AmeriCorps Member

Montana DPHHS-Montana

December 2025 to Present

1. I assisted in connecting 22 rural counties in Montana to resources on Diabetes Prevention.
2. I also helped get a suicide prevention specialist involved in our conferences across the state.
3. I served as a leader on the AmeriCorps Symposium Planning Committee. I was also a leader on the Meals on Wheels Service Project and a facilitator of the Networking event at the Symposium.
4. I created a database of references and resources across rural and frontier Montana and was able to share it with various organizations across Montana to aid in connecting people across the state to their community resources.

Brand Ambassador

Just Strong-Remote

October 2025 to Present

1. Sales
2. Marketing
3. Social media
4. Customer engagement
5. Brand representation
6. Product explanation

Owner

Fables & Jests LLC-Helena, MT

January 2023 to Present

I am the current owner and sole employee of Fables and Jests

I sew historic dresses and costumes, and I sell crystals, Craft jewelry, Paintings, new/used books, and other eclectic items.

Inventory, ordering, partner relations, money handling, travel

Associate

Petco-Helena, MT

November 2025 to January 2026

Assist in animal care; cage/tank cleaning; house keeping; customer service; POS; Stocking/frate

AmeriCorps Member

AmeriCorps-Pocatello, ID

May 2023 to March 2024

1. Promote and teach the public about mental health and suicide prevention in volunteer settings.
2. Train members of the public in QPR intervention.
3. Trained in ASIST
4. Helped 1-on-1 with members or the public suffering suicidal ideation.
5. Helped connect organizations to the Dept of Rural Health to get Suicide Prevention trainings into their organizations
6. Attended live events such as PRIDE and Farmers Markets to promote ASIST trainings and provide resources to the public.
7. Assisted in getting this first-year AmeriCorps program off the ground and its members into action serving in the communities of Idaho.

Administrative Assistant

FAMILY SERVICES ALLIANCE-Pocatello, ID

September 2023 to November 2023

1. I acted as an administrative assistant/receptionist in a Domestic Violence Shelter/Resource Nonprofit in Pocatello, ID.
2. Operated the crisis line for DV and assisted police at the scene of DV incidents.
3. Assisted in organization, photocopying, and filing as regular everyday office work.
4. Conducted basic housekeeping around the office

Call Center Representative

Zions Bancorporation

December 2022 to April 2023

Assist Clients over the phone with; checking balances, freezing accounts, assisting with lost or stolen cards/ID and other operations of the bank

Customer service

Computer skills

Archery Technician

Cabela's Bass Pro-Idaho Falls, ID

August 2022 to November 2022

1. Maintain and Repair Bows & Cross Bows
2. Assist customers on the Archery Range
3. Tuning on Bows
4. Cutting Arrows
5. Fletching
6. Customer Service
7. Retail Sales
8. Promoting Credit sign-up
9. Housekeeping

Cashier (Seasonal)

Town and Country Gardens-Idaho Falls, ID
March 2022 to June 2022

1. Money Handling
2. House Keeping
3. Customer Service
4. Answering Phones

I acted as a seasonal cashier and assisted with the general care and maintenance of houseplants kept at the front of the store. I assisted in answering client questions about plant and lawn care.

Licensed Insurance Agent

Aflac-Idaho Falls, ID
June 2021 to March 2022

1. Commission-Based Sales
2. Underwriting
3. Door-to-Door Sales
4. Business-to-Business Sales
5. Marketing
6. Time management
7. Driving
8. Insurance Policies Knowledge
9. Lead meetings to explain products offered

Retail Associate

Hallmark-Missoula, MT
June 2019 to June 2021

1. Cashiering/Money handling
2. Processing incoming shipments
3. Customer service
4. POS experience
5. Housekeeping
6. Setting up/organizing displays

Costume Technician

University of Montana-Missoula, MT
August 2016 to May 2020

Worked as a Student Work Study making costumes for plays and other performances.

1. Design Costume
2. Draft Patterns
3. Alter Patterns
4. Fit Actors
5. Use of domestic and industrial sewing machines
6. Serger
7. Blind hemming
8. Draping Patterns

Education

Theatre (B.A)

University of Montana-Missoula, MT

September 2015 to May 2020

Skills

Sewing **Leadership** **Pet care** **Flat Patterning** **Theater** **Costume Draper** **POS**
Computer skills **Customer service** **Costume Design** **Martial arts** **Administrative**
experience **Kennel experience** **Communication skills** **Teamwork**

Links

<https://jadealexaundrea1.wixsite.com/website>

Certifications and Licenses

ASIST

July 2023 to Present

2-day intensive training for suicide intervention and prevention.

QPR INSTRUCTOR

May 2023 to Present

Trained to teach members of the public how to recognize signs of suicide, and how to assist someone in an active suicide crisis using QPR format.

AED Certification

CPR Certification