

CANDICE A. JACKSON, MS, PMP®

ms.candicejackson@gmail.com | [LinkedIn](#)

SUMMARY

Highly motivated professional with a unique combination of scientific, regulatory, and beauty industry expertise. Proven ability to translate scientific research into successful product launches within the stringent regulations of a Fortune 500 pharmaceutical company. Hands-on experience in skincare and cosmetics through roles as a licensed esthetician, makeup artist, and product curator.

EDUCATION AND CERTIFICATIONS

Master of Science in Information and Communications Sciences

Ball State University, Muncie, Indiana

Bachelor of Arts in Telecommunications

Ball State University, Muncie, Indiana

Licensed Esthetician

Empire Beauty School, State of Indiana

Certified Project Management Professional (PMP)®

Project Management Institute

WORK EXPERIENCE

Makeup Artist/Owner, The Parris Brand (formerly The Limitless Look)

June 2014-Present

- Curate and sell signature product lines including vegan skin care, beard care, and lipstick.
- Apply makeup using various techniques and products based on skin type, features, and occasion.
- Maintain a deep understanding of different makeup brands, products, and their functionalities.
- Stay updated on the latest makeup trends through research, workshops, or online courses.
- Communicate effectively with clients and build rapport to ensure a positive experience.
- Track product inventory levels and maintain a clean, organized workspace ensuring proper hygiene and sanitation practices for the studio.
- Offer virtual and in-person makeup application tips and product recommendations to clients.
- Manage own schedule, book appointments with clients, and travel to on-site locations for events.
- Serve as a freelance makeup artist for major brands like McDonald's and BET.
- Create a digital publication, featuring makeup artists internationally.
- Designed, manufactured, and sold limitless lips makeup brush belts.

Product Launch Project Manager, BC Forward

July 2022-Present

- Successfully managed multiple pharmaceutical product launches to orchestrate customer support program builds while maintaining confidentiality and meeting standards for FDA approvals and brand biologic application submissions and response letters.
- Build cohesive project plans to guide communications with cross-functional teams to identify successful outcomes, insights, and future for operational and technical launch readiness.
- Leading technical capability efforts for deployment by initiating Data Transfer Agreements between partners for data feeds, APIs, and other data integrations.
- Creating project plans and resources required to meet project objectives with risk mitigation.
- Updating operational methods to create new Standard Operating Procedures for the organization.
- Monitoring post-launch performance and KPI tracking
- Achieving project deadlines by leading the Launch Execution team, coordinating with contractors, digital solutions, content management, risk management, quality assurance, and data analytics teams to manage performance and assign deliverables.

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WORK EXPERIENCE CONTINUED

Manager of Strategic Partnerships, Southern New Hampshire University

Apr. 2022- Aug. 2022

Manager of the Learner Services Department

Sept. 2021- Apr. 2022

Student Success Advisor

Jul. 2020- Sept. 2021

- Managed a team of learner success advisors with coaching, reviews, and progress monitoring.
- Influenced and led projects remotely in connection with marketing, admissions, operations, learner success, academic delivery, and career placement departments.
- Created new processes that improved the quality and NPS scores for program participants.
- Assisted with RFP responses for new program launch and partnership continuation with Amazon.
- Monitored reporting for career placement and tracking with business-to-business partners.
- Hosted cross-functional team meetings and planned communications for New Student Orientation, Graduation ceremonies, Career Choice AMAs, and company-wide All-Hands meetings.
- Served as a liaison for internal Kenzie Academy for Southern New Hampshire University stakeholders to maintain effective communication with external partners and supported learners by conducting virtual check-in meetings.
- Supported the Amazon Career Choice corporate training program and Amazon Technical Academy by providing resources for student social engagement, managing performance and academic reports, working collaboratively on the corporate training student experience by designing announcements and signage, personalizing communication on a large scale with efficiency, utilizing project management and reporting programs.
- Served on the Academic Integrity Committee, revising processes and procedures, documenting plagiarism cases issuing sanctions, and developing courses about the topic.
- Initiated Student Services Culture and Community efforts for learners of diverse backgrounds to focus on inclusivity and education in the student experience.
- Served on the Steering Committee, Appeal Committee, Professional Learning Taskforce, Cultural Ambassador Committee, and Admissions Panel.

MORE MAKEUP EXPERIENCE

Certified Makeup Artist, MAC Cosmetics - Nordstrom Keystone

Dec. 2012- Oct. 2013

- Led the entire company (Nordstrom) as the #1 Associate for enrollment during the Beauty Rewards launch.
- Ranked a PTR 4 (Highest Rating) of Sales Associates for meeting and exceeding sales and service goals.
- Certified by MAC Cosmetics in Communication, Peak Hour Demo, and Application.
- Thrived in customer-focused support and product knowledge to enhance shopper's experience.

Freelance Makeup Artist and Fragrance Model, Christian Dior and Clarins, Inc.

(seasonally)

- Traveled throughout the midwest region to sell associated brand's cosmetic product while exceeding sales goals.

ADDITIONAL INFORMATION

- **Technical Platform Familiarity:** Airtable, Asana, Blackboard, Canvas, Google Workspace, Hubspot, Microsoft 365, Wrike.
- **Languages:** English, Intermediate Spanish.
- **Activities and Affiliations:**
 - *Member* | Delta Sigma Theta Sorority, Incorporated, Anderson-Muncie Alumnae Chapter
 - *Board Member* | Women Working in Technology Conference, Ball State University's Center for Information and Communication Sciences