# NAME NAME

Jacksonville, FL | phone | email

## EDUCATION

**Bachelor of Science in Communication** University of North Florida. Jacksonville, FL | April 2020

Concentration in Public Relations

GPA: 3.5/4.0

## MARKETING SKILLS

Microsoft Office Suite Adobe InDesign Organization Customer Service

Adobe Photoshop WordPress Budget Management Interpersonal Communication

Social Media Management Google+ Creativity & Design Writing & Editing

## RELEVANT EXPERIENCE

**Public Relations Student Intern** |The Dalton Agency**,** Jacksonville, Florida |January 2019- May 2019

* Developed public relation skills including writing press releases, media tracking, transcribing daily agendas to ensure client satisfaction
* Used TrendKite, TVEyes, Cision to track media analytics
* Organized meeting with account executives and attended meetings with clients
* Attend to needs of clients with positive attitude service and work ethic
* Wrote drafts of press kit materials to be posted to local and national publications such as Florida Times Union, Jax Daily Record, What’s Up Jacksonville, Buzz Media, News4Jax, JBJ (Jacksonville Business Journal), The Coastal Magazine, Ponte Vedra Recorder

**PR and Event Planning** Course | University of North Florida, Jacksonville, FL | January 2019-May 2019

* Created agendas, budgets, and visual presentations
* Registered people at events and assigned name badges
* Ordered catering and purchased décor for events

**Advertising Media Graphics** Course | University of North Florida, Jacksonville, FL | August 2018-December 2018

* Designed pamphlets and brochures with InDesign
* Crafted advanced images with Adobe Photoshop
* Developed magazine covers and pages with combination of both applications

**Advanced Writing for the Media Course** | University of North Florida, Jacksonville, FL | August 2018-December 2018

* Developed AP style writing
* Edited news releases
* Generated ideas for news story leads

## OTHER EXPERIENCE

**Sales Associate** | Publix, Jacksonville, FL | August 2018-Present