

SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Web Site Creation
- Press Release Writing
- Microsoft suite
- Public Relations Strategies
- Communication Strategy Development
- Editing and Proofreading

EXPERIENCE

PERSONAL ASSISTANT TO THE MANAGING DIRECTOR | 06/2023 to Current **Resolve Media Group - Atlanta, GA**

- Created and maintained computer- and paper-based filing and organization systems for records, reports and documents.
- Assisted with planning and execution of design and marketing campaigns.
- Wrote copy, captions and articles for company sites.
- Created and implemented social media strategy across multiple platforms to increase viewership and interaction with industry professionals.

ACCOUNT MANAGER | 10/2020 to 05/2023 **GardaWorld Federal Services - Atlanta, GA**

- Acted as main point of contact in matters relating to client concerns and needs.
- Kept accurate records pertaining to inventory and account notes, documenting any contract updates and renewals.
- Recruited, hired and trained new hires to optimize profitability.

MEDIA INTERN | 05/2020 to 05/2021 **Rap Plug Inc. - Atlanta, GA**

- Collaborated with creative team and director to align editing approach with artistic vision.
- Wrote copy, captions and articles for company sites.
- Assisted with planning and execution of design and marketing campaigns.
- Optimized text, graphics or multimedia assets for SEO or display and usability on internet-connected devices.

DIGITAL MEDIA COORDINATOR | 11/2019 to 05/2020 **Think Its A Game Records - Atlanta, GA**

- Supported various program activities, assisting with administrative tasks.
- Assisted with event planning, support and execution of virtual and in-person engagements.
- Created and distributed videos, infographics and press releases.
- Identified methods for interfacing web application technologies with enterprise resource planning or other system software.

EDUCATION AND TRAINING

Clark Atlanta University - Atlanta, GA **Bachelor of Arts**

Mass Media Communications, **05/2021**

- Additional Coursework in Journalism, Interpersonal Communications, Microsoft suit,

