

Tuffy Titan

City, State | Phone Number | Email | LinkedIn Profile URL/ePortfolio

EDUCATION

California State University, Fullerton

Expected: Month 20XX

Bachelor of Arts in Communications, *Concentration in Public Relations*

Minor in Business Administration

RELATED EXPERIENCE

Blaze PR Agency, Brea, CA, PR and Marketing Intern

Month 20XX – Month 20XX

- Managed staff support with special projects, long-term assignments and day-to-day activities
- Collaborated on the rebranding, development, and launch of the department newsletter
- Proofread and edited content for press releases and media alerts as needed
- Created collateral and graphic materials, such as infographics, flyers, etc. for promotion
- Conducted research, gathered information, and drafted content for agency events and activities
- Assisted in development and updating of media lists and other databases
- Utilized project management tools, such as Trello, for tracking of tasks and assignments

Elite Productions, Brea, CA, Event Coordinator Intern

Month 20XX – Month 20XX

- Executed comprehensive event logistics and operations from initial planning to final debrief
- Coordinated with production vendors on request for proposals, planning details, execution, and wrap-up
- Collaborated with cross-functional departments, external partners, and senior management to deliver the highest quality events for associates and stakeholders
- Supported event director in developing marketing campaigns including email outreach, flyer creation, using Adobe Photoshop, and social media promotion on Facebook and Instagram to promote events
- Recruited, managed, and directed upward of 100+ event staff and volunteer per event
- Communicated with partners and stakeholders to ensure accuracy of information and logistics

ADDITIONAL EXPERIENCE

North Orange County Community College District, Brea, CA, ESL Tutor

Month 20XX – Month 20XX

- Instructed basic level English with an emphasis on grammar and reading comprehension to groups of 4-6 students per session
- Assisted ESL (English as a Second Languages) teacher by facilitating lesson plans to a classroom of 35 students
- Developed various pedagogical styles to cater to different needs of students
- Addressed all questions and concerns from students resulting in comprehension of daily lessons

MEMBERSHIPS

Public Relations Student Society of America, *Member*

Month 20XX – Month 20XX

Entertainment & Tourism Club, *Member*

Month 20XX – Month 20XX

SKILLS

- Fluent in Spanish (written, verbal, and reading)
- Advanced proficiency in Adobe Photoshop and Canva
- Proficient in Microsoft Word, PowerPoint and Outlook
- Working Knowledge of Excel