

MALIA MEDIA

CONTACT

(111) 222-333

MMEDIA@EMAIL.COM

WWW.MALIAMEDIA.COM

EDUCATION

University of Oregon

B.S. Public Relations

Minor in Business Administration

- Dean's List

SKILLS

Design Programs: Adobe, After Effects, Bridge, InDesign, Photoshop, Premier, Spark

Web Design: WordPress, Wix, Squarespace

Cision & Google Analytics Certified

INVOLVEMENTS

UO Public Relations Student Society of America

Study Abroad, Social Entrepreneurship in London

COMMUNICATIONS EXPERIENCE

EMPLOYER BRAND INTERN

NIKE, INC. | BEAVERTON, OR | JUN. 20XX-SEPT. 20XX

- Proposed elevation of Nike's employer brand by analyzing over 30 companies on social media and interviewing Nike employees
- Presented project to stakeholders after 12 weeks of research; proposal will be implemented next year
- Wrote copy and planned posts for Nike LinkedIn company page to publish to 2.3 million followers
- Collaborated with team of four interns for three-day event to solve current problems and presented to panel of Nike executives

AGENCY DIRECTOR

ALLEN HALL MEDIA | SCHOOL OF JOURNALISM AND COMMUNICATION
MAR. 20XX - PRESENT

- Founded student-run agency made up of 30 students to produce multimedia work for clients in Eugene, OR
- Recruit new team members quarterly through application and interview process, receiving over 70 applicants each term
- Facilitate staff meetings, give presentations, manage guest speakers, and hold workshops to teach Adobe software and new equipment to members

ASSISTANT FIRM DIRECTOR

ALLEN HALL PUBLIC RELATIONS | SCHOOL OF JOURNALISM AND COMMUNICATION | JAN. 20XX- PRESENT

- Serve as employee communication director for student run firm
- Manage 51 members, ensuring clients needs are met
- Collaborate with account supervisors weekly to ensure all teams are on track to meet their clients goals and resolve team issues

STUDENT AMBASSADOR AND ADMINISTRATIVE ASSISTANT

SCHOOL OF JOURNALISM AND COMMUNICATION
EUGENE, OR | JAN. 20XX - PRESENT

- Lead tours to prospective students, alumni and donors and answer questions regarding University of Oregon and SOJC
- Share personal story and experience at SOJC recruitment events for 60-80 prospective students and guests
- Manage six advisors schedules, scheduling appointments for students at SOJC advising front desk and addressing questions

SENIOR EVENTS AND COMMUNICATIONS INTERN

SCHOOL OF JOURNALISM AND COMMUNICATION
EUGENE, OR | APR. 2018- JUN. 20XX

- Assist with planning events for 10,000 attendees yearly
- Ensured clear communication strategy for each event, reserved spaces, coordinated catering, managed registration and RSVP lists
- Managed @UOSOJC social media with over 3,000 followers; created campaigns and event announcements with the Adobe Suite
- Wrote blog posts highlighting student experiences and events