

ANITA JOB

Camden, NJ | 856-555-6545 | Anita.Job@gmail.com

OBJECTIVE

Entry level position in public relations where skills in communications, marketing, and building relationships can benefit company's image and reputation.

EDUCATION

B.A. English, Minor: Communication

Rutgers University – College of Arts & Sciences
3.5 GPA

May 2022
Camden, NJ

- Dean's List 2 semesters, recipient of Way To Write Scholarship
- Studied Spanish poet Federico García Lorca in Barcelona, March 2017

A.A., Liberal Arts & Sciences, Communications Option

Camden County College
GPA: 3.8

May 2020
Blackwood, NJ

RELEVANT EXPERIENCE

Editorial and Communications Intern

Root Quarterly

September 2021 – Present

Philadelphia, PA

- Research, develop and write stories assigned by EIC and editorial team to have a published piece in a 2021 issue of Root Quarterly.
- Offer social media support across platforms (Twitter, Facebook, Instagram) and updates websites regularly including uploading new issues and articles to The RQ Review.
- Create relationships with new artists within Philadelphia community; build a database and research contact information for writers, contributors, and featured artists and businesses.

Social Media Intern

BML Public Relations

May 2021 – September 2021

Florham Park, NJ

- Drafted and created of engaging social media content for multiple client platforms.
- Interacted with social media communities for clients, responded to common questions.
- Identified online trends within social media which were leveraged for client goals.
- Experimented with new and alternative ways to leverage social media.
- Measured and reported on the impact of social media activities on brand campaigns.
- Monitored and logged weekly content performance.
- Participated in brainstorming session and miscellaneous administrative work.

Editor-in-Chief

Gleaner Independent Student Newspaper, Rutgers University – Camden

Fall 2020-Spring 2021

Camden, NJ

- Reestablished newspaper after COVID-19 closure through transitioning to virtual mediums including posting news directly to Instagram and developing a Gleaner specific website.
- Directed recruiting of new writers and staff; educated them on news writing style.
- Responsible for writing articles on a variety of campus and community events in order to inform and engage the student body.

SKILLS

- Developed technical skills in MS Word, MS Excel, WordPress, social media, and Adobe InDesign
- Conversational in Spanish