

JENIFER MEJIA

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Young professional with four years of experience visualizing and organizing company philanthropic events, maintaining connections with hundreds of organizations, and creating dynamic external and internal mutual beneficial relationships for a client focused industry.

EDUCATION

UNIVERSITY OF CENTRAL FLORIDA	Orlando, FL	May 2015
<ul style="list-style-type: none">B.A. in Human Communications		

PROFESSIONAL EXPERIENCE

P.R./COMMUNICATIONS INTERN	Monarch Advisory Services, Orlando, FL	June 2014 – Present
<ul style="list-style-type: none">Produced 20+ print ads and branding exercises such as displaying proficiency in product knowledge.Revealed Monarch's biggest area of opportunity by incorporating resources such as TrueSocialMetrics to execute a full profile analysis detailing what the competitors were doing right and where they were failing.Constructed a comprehensive social media audit through SEMrush to create a content strategy that engages and motivates Monarch's audience.Improved efficiency and clientele perception by 2% through dynamic design techniques adhering to established AD/PR writing guidelines.		

STUDENT ASSISTANT	John C. Hitt Library UCF, Orlando, FL	May 2013 – May 2015
<ul style="list-style-type: none">Responsible for the customer service of 62,000 students at the Circulation Desk, managing course and reserve materials, and the processing of books in the library.		

ADVERTISING INTERN	Premier Fabricators, Ft. Pierce, FL	May 2014 – August 2014
<ul style="list-style-type: none">Produced a three-part public speaking presentation incorporating marketing research for steel, advocating online traffic with web-related campaigns to effectively promote and place product.Designed signage, circulars, mock ups, e-mail campaigns with Constant Contact, and toll broadcasting through WMFE.		

CITRIX EVENT ASSISTANT	Cisco Live, Orlando, FL	June 2013
<ul style="list-style-type: none">Created and executed an innovative communications presentation for an annual event at Cisco Live, displaying updates of current media matrix, defining key offers, collateral updates and version control of electronic media, for Citrix consumers.		

PROPERTY MANAGER	Florida Realty Investments, Orlando, FL	May 2012 – Jan. 2013
<ul style="list-style-type: none">Acted on behalf of 25 owners to preserve the value of their property while generating income.		

SOCIAL MEDIA INTERN	Contemporary Management Concepts, Gainesville, FL	May 2012 – July 2012
<ul style="list-style-type: none">Generated websites through WordPress and installed an RSS reader to monitor social media activity around CMC's brand, clients and industry.		

SKILLS

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- Fluent in English and Spanish and formal in French.
 - Comprehensive understanding of project management, including those skills related to interpersonal communication, effective teamwork, dependability and business acumen.
 - Strengths include ethical professionalism, attention to detail and self-motivated.
 - Excellent oral and written communication skills exemplified through customer relations, committees, presentations and workshops.
 - Natural leadership, planning, versatility and organizational skills.
 - Knowledgeable with PC and Mac, and proficient in Microsoft Office and Adobe XI.