



# MARILYNN MURO

Public Relations | Advertising | Applied Communications



Los Angeles, CA



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(626) 494 - 8645

## EDUCATION

### BACHELOR'S DEGREE IN COMMUNICATIONS

*California State Polytechnic University*

*Pomona, CA | December 2020*

- Relevant coursework: Media Design, Online and Social Media, Communication Law and Ethics

### ASSOCIATES OF ARTS IN JOURNALISM

*Mt. San Antonio College*

*Walnut, CA | June 2017*

- Relevant coursework: Introduction to Public Relations, Writing and Reporting for the Mass Media

### ASSOCIATES OF ARTS IN COMMUNICATIONS

*Mt. San Antonio College*

*Walnut, CA | June 2016*

- Relevant coursework: Professional and Organizational Speaking, Interpersonal Communication, Intercultural Communication, Group Communication

## SKILLS

- Bilingual - fluently speak, read, and write in Spanish
- Some experience in Adobe InDesign, Photoshop, Illustrator, and Lightroom
- Microsoft Office – Word, PowerPoint, Excel, Teams, Outlook, SharePoint
- Social media literacy

## EXPERIENCE

### ADMINISTRATIVE COORDINATOR

*IKEA*

*Covina, CA | September 2011 - Present*

- Support the operations manager by reviewing purchase orders, reviewing invoices and reconciling credit card transactions and monthly statements
- Assist the human resources department with the onboarding of new hires, ordering and issuing co-worker uniforms, and preparing co-worker service recognition packets
- Assist the security team by creating co-worker badges with proper access to the building, assist with emergency calls by dispatching the security team or emergency services personnel
- I keep track of office supplies and order for the store monthly
- I manage the phone lines to assist co-workers and answer customer inquiries and I file and organize paperwork

### SITE COORDINATOR

*After School Education and Safety Program*

*La Puente, CA | August 2010 - June 2011*

- Organize day to day program schedule for students and create lesson plans
- Coordinate events such as student talent shows
- Assist with all school subjects to help students meet state educational standards

References available upon request