

Jaylin R. Kimble

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College address:

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Permanent address:

4007 Latham Drive
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OBJECTIVE

Internship or summer 2020 job in the area of public relations; particularly in the area of marketing, product development, design and presentation for advertising

EDUCATION

Bachelor of Arts, Public Relation and Creative Writing, expected May 2021
Virginia Tech, Blacksburg, VA GPA: 3.64 | Dean's List: fall 2018, spring 2019

Related Courses

Principles of Public Relations
Media Writing
Writing and Digital Media

Intro to Critical Reading
Intro to Communication
Intro to Creative Writing

RELATED EMPLOYMENT AND COLLEGE ACTIVITIES

Ring Design Chair, Virginia Tech

Blacksburg, VA, October 2019 - Present

- Lead committee through class ring design process
- Create time-sensitive goals
- Communicate with team and Balfour representatives

Social Media Intern, Hokie Shop, Virginia Tech

Blacksburg, VA, September 2019 – Present

- Create and coordinate social media outreach
- Manage social media content calendar
- Design and create graphics for event promotions

Team Member, Hokie Shop, Virginia Tech

Blacksburg, VA, December 2018 – present

- Work in textbook department providing customer service and cashier
- Train new employees
- Contribute to ongoing projects throughout store and across multiple departments

Communications Committee Member, The Big Event, Virginia Tech

Blacksburg, VA, November 2018 – Present

- Facilitate communication internally with staff and student volunteers and with local residents
- Run social media accounts for the Big Event, write homeowner letters, and serve as point of contact for the crowdfunding campaign
- Communicate with and serve as point of contact for local residents on the day of

Poolside Café Supervisor, Lifetime Athletics

Gainesville, VA, May 2019 – August 2019

- Managed group of 20 employees in ensuring effective day-to-day operations
- Provided branded customer service to manage expectations and deliver results
- Marketed club events to customers through point-of-sale talking points
- Trained new employees and provided backup support in all café roles

Front Counter Manager, Contemporary Music Center

Haymarket, VA, August 2017 – August 2018

- Coordinate social media outreach for performances through Instagram and Facebook
- Acted in a sales representative role, promoting products and services to the community

SKILLS

Interpersonal communication skills
Adobe applications: Premiere Pro, Photoshop, Lightroom
Managing social media for businesses

Leadership in project management
Exceptional writer and editor
Creation of graphics with Canva