

Sharon Tieu

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WORK EXPERIENCE

Mission Matters

Beverly Hills, CA

Press Release Writer (Remote)

Feb 2023 - Present

- Created 6 press releases reaching 200+ media outlets resulting in increased real estate business visibility and awareness.
- Contributed to the development of effective press materials to enhance clients' brand image and market presence through captivating press releases and blog articles.
- Utilized Microsoft Office to create compelling press releases and blog articles while adhering to company media guidelines.

Fountain Valley Regional Hospital

Fountain Valley, CA

Respiratory Therapist

Nov 2021 - May 2022

- Thrived in a fast-paced setting, adapting seamlessly to evolving situations while maintaining high levels of organization, efficiency, and patient satisfaction.
- Developed and maintained a personal schedule, ensuring 100% accuracy in medical administration and documentation.

ShipStation

Austin, TX

Public Relations Coordinator

Jun 2018 - Sept 2020

- Collaborated with graphic design team, software engineering team, marketing team as well as user clients to increase software feature usage.
- Announced software integrations, features, and partnerships through weekly press releases and blog articles reaching 150+ media outlets.
- Assisted in developing a software feature announcement campaign by interviewing 6+ clients via blog articles.

UT Lions Club

Social Media Coordinator

Nov 2016 - May 2018

- Utilized Canva to create visually appealing social and service event announcements to engage and inform the target audience effectively.
- Leveraged photo editing skills using Adobe Photoshop to enhance and retouch images with precision and attention to detail.

EDUCATION/CERTIFICATES

University of Texas - Austin

Austin, TX

Sociology & Communication Studies, B.A.

Graduation Date: 2018

SKILLS

Tools: Proficient in Microsoft Office Suite | Adobe Photoshop | Adobe Illustrator | Canva | Figma

Other: Attentive to detail | Excellent verbal and written communication