

# Tuffy Titan

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## EDUCATION

**California State University, Fullerton**

Expected May 2024

Bachelor of Arts in Communications, *Concentration in Public Relations*

Minor in Business Administration

## RELATED EXPERIENCE

**Blaze PR Agency, PR & Marketing Intern**

August 2021- January 2022

- Provided staff support with special projects, long-term assignments and day-to-day activities
- Helped rebrand, develop and launch department newsletter
- Proofread and edited content for press releases and media alerts as needed
- Created collateral and graphic materials, such as infographics, flyers, etc. for promotion
- Conducted research, gathered information, and drafted content for agency events and activities
- Assisted in development and updating of media lists and other databases
- Utilized project management tools, such as Trello, for tracking of tasks and assignments

**Elite Productions, Event Coordinator Intern**

February 2021 - May 2021

- Assist in event production by managing comprehensive logistics & operations from concept to debrief
- Work with production vendors on requests for proposals, planning details, execution, and wrap-up
- Collaborated with cross-functional departments, external partners, and senior management to deliver the highest quality events for associates & stakeholders
- Supported event director in developing marketing campaigns including email outreach, flyer creation using Adobe Photoshop, and social media promotion on Facebook & Instagram to promote events
- Recruit, manage, and direct upward of 100+ event staff & volunteers per event
- Communicated with partners & stakeholders to ensure accuracy of information & logistics

## ADDITIONAL EXPERIENCE

**North Orange County Community College District, ESL Tutor**

November 2020-Present

- Instructed basic level English with an emphasis on grammar and reading comprehension to groups of 4-6 students per session
- Assisted ESL (English as a Second Language) teacher by facilitating lesson plans to a classroom of 35 students
- Developed various pedagogical styles in order to cater to different needs of students
- Addressed all questions and concerns from students resulting in comprehension of daily lessons

## MEMBERSHIPS

Public Relations Student Society of America, *Member*

August 2021-Present

Entertainment & Tourism Club, *Member*

January 2022-Present

## SKILLS

- Advanced proficient in Adobe Photoshop & Canva
- Proficient in Microsoft Word, PowerPoint and Microsoft Outlook
- Working knowledge of Excel
- Bilingual in Spanish (can read, write and speak fluently)