SAVANNAH [redacted]

Advertising and Public Relations

[redacted] [redacted]

SUMMARY

Marketing and communications professional with experience in digital content development, campaign coordination, and research driven strategy. Background in both marketing and legal environments, bringing strong analytical thinking, organization, and audience focused messaging. Skilled at managing projects with precision, meeting deadlines, and supporting cross functional teams.

PROFESSIONAL EXPERIENCE

LEAD COORDINATOR — **JULY 2026- PRESENT**

[redacted] | **Tampa, Florida**

- Coordinate approximately 600 reservations daily alongside special requests, large parties, and nightly live entertainment in a high volume environment.
- Serve as a central point of communication between guests, management, team members, and event related contacts to keep operations organized and running smoothly.
- Manage last minute requests, scheduling challenges, and guest needs while maintaining professionalism and attention to detail.
- Build relationships with regular guests, V.I.P's, and a wide range of personalities while delivering a polished, highly personalized experience.
- Support private events and special occasions by coordinating details across teams and anticipating needs before and during events.

MARKETING INTERN — **WINTER 2025**

[redacted], **New York**

- Created and updated presentations, proposals, marketing collateral, project materials, and external communications.
- Coordinated schedules, vendor communication, event logistics, promotional materials, meetings, conferences, and onsite execution.
- Conducted client, prospect, market, and partnership research to support business development and marketing opportunities.
- Collaborated across teams to ensure materials, schedules, communications, and project details remained accurate and up to date.

LEGAL INTERN — **SUMMER 2025**

[redacted] **Tampa, Florida**

- Observed and analyzed approximately 20 court hearings to gain insight into litigation strategy and courtroom procedures.
- Conducted legal research to support case preparation and documentation review.
- Organized and maintained case files, improving accessibility and efficiency for attorneys.
- Proofread and reviewed legal documents for accuracy and compliance.
- Collaborated with attorneys during case reviews, strengthening communication and workflow coordination.

CREATIVE MARKETING INTERN — **SUMMER 2024**

[redacted] | **Remote**

- Developed and scheduled social media content to increase brand visibility and engagement.
- Conducted competitor analysis and audience research to inform campaign messaging.
- Supported execution of multi-channel marketing campaigns, ensuring alignment with brand voice.
- Assisted with content creation including graphics, captions, and promotional materials.
- Collaborated with marketing team to meet campaign deadlines and optimize workflow processes.

EDUCATION

[redacted]

Bachelor's in Advertising and Public Relations
Minor in Leadership Studies

Relevant Coursework: Media Writing, Public Relations Campaigns, Media Aesthetics & Creativity, Principles of Advertising, Media & Society, Writing for Public Relations, Oral Communication

KEY SKILLS

- Brand Messaging
- Microsoft Office Suite
- Social Media Analytics
- Spanish (basic proficiency)
- Canva
- Google Analytics
- Digital Marketing Strategy
- Social Media Content Creation
- Market Research
- Trend Analysis
- Campaign Coordination
- Copywriting

CERTIFICATIONS

- Muck Rack: Fundamentals of Media Measurement
- Muck Rack: Fundamentals of Media Relations
- Stukent: Social Media Simternship