



BRIANA CARLESIMO

CONTACT

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ABOUT ME

I am an experienced communications coordinator seeking a full-time position in the field of social media and public relations, where I can apply my knowledge and skills for continuous improvement.

SKILLS

- Social media strategy/creation
- WordPress
- Web content creation
- Blogging
- Event planning
- Videotaping/editing
- Facebook Blueprint courses
- Leadership

EXPERIENCE

CORPORATE COMMUNICATION COORDINATOR

DYNAMICHR | OCT 2015 - PRESENT

- Built/manage Facebook page, increased LinkedIn followers by over 35%, created/post on online blog
- Plan and execute internal and external company events while sticking to a budget

CORPORATE COMMUNICATIONS CO-OP/COORDINATOR

DENSO | JAN 2015 - OCT 2015

- Social media lead - create social media posts as well as analyzing analytics for best practices
- Write for/edit the three major newsletters the company produces
- Support with media relations including news release development, editing, distribution, proactive media relations support, and YouTube videos for major events

PUBLIC RELATIONS INTERN

THE BOTTOMLESS TOY CHEST | SEP 2014 - DEC 2014

- Handle email marketing as well as social media accounts
- Assist with any events including Wrap Parties, special events, and The Bottomless Bowl

PAYABLES ADMINISTRATOR

DYNAMICHR | JUN 2011 - DEC 2014

- Make payments on behalf of clients for garnishments, child support orders, health bills, as well as other clerical duties
- Trained in Microsoft Office, Darwin Business System, and Master Tax

EDUCATION

BACHELOR OF ARTS IN COMMUNICATION, MINOR IN BROADCASTING

OAKLAND UNIVERSITY | 2011 - 2015

ORGANIZATIONS

BEYOND BRUNCH

Founder and president

COSMOPOLITAN

Social Patrol for 2018/2019

AMBASSADOR

The 40/20 Blog, TheSkimm

VOLUNTEER

Read to a Child, Alternatives For Girls, Children's Miracle Network

ALPHA DELTA PI

Sister, 30 Under 30 award winner