

Coralie Ringuette

(650) 303-5992 | coralieringuette@gmail.com

EDUCATION

California State University Chico | Chico, CA

Aug. 2015 - Dec. 2019

Bachelor of Arts: Journalism & Public Relations with an Environmental Studies Minor

- Organized a PR campaign for a ballot initiative on campus that promoted environmental and climate change education for students.
- Created and executed a business plan, pitch and a working prototype of an app that promoted climate education on college campuses with incentives.
- Created public relations publications using graphic design skills and various Adobe software programs to create unique content with impactful messages.
- Wrote press releases, pitches, feature stories and media lists all while gaining knowledge of the public relations industry.

EXPERIENCE

Public Relations/Digital Intern at Bay Bird Inc | San Diego, CA

Sept. 2024 - Present

- Crafted and distributed pitches to the media resulting in increased coverage for our clients in publications such as The San Diego Union-Tribune, Modern Luxury, There San Diego and San Diego Magazine.
- Conducted comprehensive research to provide clients with key insights, trends, strategic planning driving future decisions.
- Assisted clients' social media accounts by increasing engagement, and created posts and reels that reflect each of their brands image.
- Worked frequently with MuckRack, Coveragebook, Canva and Google Suite.

Hospitality Assistant at MIHO Events & Catering | San Diego, CA

Sept. 2023 - Sept. 2024

- Acted as a captain/event manager ensuring an event ran smoothly and efficiently by guiding our servers and communicating with the chefs, to ensure our client's happiness.
- Created menus and helped with administrative work required for each event.
- Led private tastings at the warehouse, where the client experienced multiple tasting menus and bar menus.
- Utilized critical problem-solving skills at events, diffusing and solving the issues that arose.
- Gained immense knowledge of hospitality, event management and operations, through multiple wedding services, private dinners and corporate parties.

Warehouse Operations Manager for The Tasting Alliance | San Francisco, CA

Sept. 2022 - June 2023

- Ensured the day-to-day operations of the Warehouse were successful by keeping it organized, logging current inventory, and matching inventory with informative paperwork for the bottles to be ready for processing for the future competitions.
- Managed volunteers by supervising to ensure processing protocols were correctly followed, answering questions, and delegating other tasks needed to be done in the warehouse.
- Assisted with event preparation, operations, set up and execution for the competitions.

Social Media Intern at Sam's Grill & Seafood Restaurant | San Francisco, CA

May 2022 - August 2022

- Managed social media accounts and created content with Canva as well with my own photography.
- Crafted social media calendars to ensure a constant flow of posts to keep viewers engaged.
- Used Mailchimp to send out email blasts about upcoming restaurant happenings, promotions and events.

Public Relations Intern at The Butte Environmental Council | Chico, CA

August 2019 - Dec. 2019

- Created and scheduled posts for social channels that represented the mission statement in a fun, creative, and educational tone, aimed to increase engagement and followers. This improved my skills of design heavily by creating posters, infographics, and social posts daily with Canva and Adobe.
- Ran two social media campaigns for their annual Gala and #Giving Tuesday, which each lasted for a month. I also tracked social activity with data and insights, seeing a successful increase over my internship, with over 150 new followers added to their Instagram account.

Sandwich Artist at Ike's Place | Chico, CA

May 2017 – Oct. 2018

Shift Lead | Chico and Burlingame, CA

Oct. 2018 – Sept. 2021

- Promoted from sandwich artist to shift lead position due to strong work performance in customer service, communication, leadership and problem solving skills. Excelled within a dynamic work environment, receiving extensive cross-training and performing multiple roles to support a team with a busy work environment.
- Dedicated commitment to company's sales and service standards including a warm greeting, and a speedy delivery of food.
- Lead trainer for new employees in which I guided other employees in what to accomplish on shift. Other responsibilities included: counting money, in charge of inventory and ordering Sysco as well as helping our manager run the store smoothly.

SKILLS

A patient team player who stays positive and dedicated. I am motivated by challenges and overcoming obstacles with strategic problem solving and staying organized. Adaptable and creative, I am passionate about connecting with people and creating the best customer experience using my interpersonal skills and previous event and hospitality experience.