

LEAH WILSON

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To leverage my 5+ years of client-facing experience, public relations, and expertise in the communication industry in an administrative role.

EXPERIENCE

MAY 2018 – PRESENT

FIRST GRADE TEACHER/INTERVENTIONIST, UNIVERSITY PREPARATORY ACADEMY

Develop creative learning opportunities for student's education, social and behavioral growth and accommodate different learning styles and instruction methodology for English language learners and special education students.

JULY 2018 – AUGUST 2018

TEACHER'S ASSISTANT, BLUEPRINT SUMMER PROGRAMS (HOWARD UNIVERSITY)

Worked closely with assigned lead teachers in the daily planning and implementing of lesson plans in academic classes.

JULY 2018 – AUGUST 2018

SOCIAL MEDIA ASSISTANT, BLUEPRINT SUMMER PROGRAMS (HOWARD UNIVERSITY)

Created content that promotes audience interaction, increases audience presence on company sites, and encourages audience participation. In addition, assisted social media management with large projects, events, and community management.

MARCH 2018 – MARCH 2018,

SPECIAL EVENTS ASSISTANT, CIRCLE OF ONE MARKETING

Created the optimal attendee experience by being on-site during the event to address any attendee concerns for: Jazz in the Gardens Music Fest 2018, Poetry in the Gardens 2018 and City of Miami Garden's Women's Impact Luncheon.

OCTOBER 2017 – MAY 2018

ACADEMIC INTERVENTIONIST, UNIVERSITY PREPARATORY ACADEMY

Serviced students performing under grade level with extra support in reading and writing.

JULY 2017 – NOVEMBER 2017

OFFICE MANAGER, AMAZING BIRTHS AND BEYOND

Developed company's media kit, managed social media platforms, intra-office communication protocols, streamlined administrative policies and procedures, human resources, event planning, meeting management, agenda creation, scheduling, and task delegation.

FEBRUARY 2017 – JULY 2017

SOCIAL MEDIA & EDITORIAL INTERN (PUBLISHED), WHITEHAUS MEDIA GROUP (VENICE MAGAZINE)

Created front-of-page stories and streamlined company social media accounts, ensuring uniform content and tone of voice for landing pages, graphics, and other elements within the communities.

SEPTEMBER 2015 – DECEMBER 2015

PUBLIC RELATIONS ASSOCIATE, FLORIDA A&M UNIVERSITY

Wrote and edited media materials, developed communication strategies based on research. In addition, contacted media outlets to arrange press coverage, events, and conferences.

MAY 2015 – JUNE 2015

PUBLIC RELATIONS INTERN, ARIAN SIMONE ENTERPRISES

Provided support to the PR department and senior by contributing to planning and launching innovative, creative and effective communications campaigns in order to maintain and enhance the perception of the client among various internal and external audiences.

EDUCATION

APRIL 2016

B.S. PUBLIC RELATIONS, FLORIDA A&M UNIVERSITY

PR Associate for Student Documentary Festival – November 2016

Creative Chair for Women's Appreciation Month – March 2017

Outreach Chair for Charlie Crist Campaign – September 2017

SKILLS

- Published Writer
- Media Production
- Video Production
- Digital Media
- QuarkXPress
- Adobe Suite
- Photoshop
- Microsoft Suite
- InDesign
- Final Cut Pro
- Administration
- Journalism
- Editing
- American Sign Language (fluent)
- Human Resources
- Meeting Management
- Expense Reporting
- Project Management

- Broadcasting

AFFILIATIONS

- Zeta Phi Beta Sorority Incorporated
- National Association of Black Accountants
- Public Relations Society of America
- National Association of Black Journalists