

# Jason Jenkins

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Conscientious public relations graduate with relevant education and experience handling social media, research, fundraising and event planning. Strong speechwriter who is also comfortable speaking in public. Excellent scheduling and communication skills that contribute to well-organized, well-publicized events.

## Key Skills

- Media research
- Scheduling and coordinating events
- Social media
- Preparing and giving presentations

## Professional Experience

### Public Relations Intern

*Michigan Aerotech, Lansing, MI | January 2021 - June 2021*

- Created weekly reports on the company's public image for PR staff and executives
- Revised company's social media accounts, resulting in an 80% increase in positive engagement
- Proofread executives' presentations and edited speeches, offering input when appropriate
- Responded to 15+ media and public inquiries per week, always within 24 hours

### Summer Events Intern

*Reno Zoo, Reno, NV | June 2019 - August 2019*

- Assisted with Reno Zoo's summer fundraising events, contributing to efforts that raised over \$250,000
- Handled tasks such as booking speakers, emailing potential donors and securing venues
- Wrote and disseminated press releases before and after events to generate interest and report on successes
- Scheduled 30+ interviews between the zookeepers and reporters
- Followed up with donors following events to thank them for their contributions

## Education

### Bachelor of Arts in Public Relations

*Michigan State College, Lansing, MI, September 2017 - June 2021*

Served as press secretary of the school's Young Business Leaders Association

Coursework completed:

- Public Relations Research and Analysis
- Public Relations Laws and Ethics
- Campaign Management
- Speechwriting and Public Speaking
- Professional Experience