





CJ CLOSE

CONTACT

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 Kirkland, Washington

SKILLS

Professional Writing
Team Leadership
Project Management
Event Planning
Graphic Design
Photography and Videography
Adobe Suite
Microsoft/Google Suite

EDUCATION

Bachelor of Arts in Communication

University of South Florida

2017 - 2019

Summa Cum Laude - 3.9 GPA
Minor in Psychology
Certificate in Visualization and Design

Relevant Coursework

Interpersonal and Group Communication
Organizational Communication
Persuasion and Media
Graphics in Mass Communication
Public Relations Design
Video, Animation, Digital Arts
Motivational Psychology
Social Psychology

CERTIFICATIONS

Adobe InDesign
Adobe Lightroom
Adobe Photoshop
Adobe Premiere Pro
Adobe Portfolio

WORK EXPERIENCE

Customer Solution Specialist

The WebstaurantStore - Tampa, Florida

2020-2022

- Resolve customer concerns to encourage and review membership loyalty.
- Promote private label brand sales and track product feedback internally.
- Train and mentor new employees while cultivating company culture.
- Collaborate with development teams in identifying site errors and areas of improvement for user experience.

Account Associate

KnoBull PR at USF - Tampa, Florida

2019

- Communicate with clients to establish project goals.
- Design promotional materials to enhance business growth.
- Conduct demographic research to target audiences.
- Propose social media campaigns for products and events.

Communication and Marketing Intern

BRPH - Melbourne, Florida

2017

- Revise public website to visually present projects and data.
- Update project content on internal database.
- Review project proposals before and after production.
- Edit company emails regarding internal events and news

INVOLVEMENT

Center for Student Involvement: Campus Activities Board

Special Events Committee Member

- Plan and execute university affiliated events for students and faculty members.
- Contact and book providers for decorations and activities for events.
- Set up decorations and activities for events.
- Operate attractions and engage with guests.

Asian Students in America at USF

Vice President, Social Chair, Public Relations Chair

- Organize and execute events for students and community members.
- Offer guidance and assistance to fellow executive board members.
- Facilitate fundraising for scholarships and charities.
- Manage social media and write copy for Instagram and Facebook posts.
- Welcome new and returning members to the organization.
- Promote community engagement through social and educational events.