

Elle O'Quent

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- Objective** To obtain a technical writing internship with XYZ Airlines, Inc.
- Education** Embry-Riddle Aeronautical University (ERAU) Daytona Beach, FL
Bachelor of Science in Communication May 2020
GPA: 3.32/4.0 Honor Roll, Dean's List
- Work Experience** Southwest Airlines Dallas-Fort Worth, TX
Corporate Communications Intern May - Aug 2018
- Created, updated, and maintained media lists
 - Wrote and edited press releases, media alerts, and standby media statements
 - Assisted in special event coordination and execution
 - Updated AMR Corp. and AA.com web site content
- Embry-Riddle Aeronautical University Daytona Beach, FL
Peer Mentor, First Year Programs Fall 2017, 2018
- Assist instructor with discussing issues and engaging students in their first year of college
 - Share experiences, tips and assist students with adjusting to college life
 - Give presentations on topics assigned by instructor, including Alcohol 101, technical use of Blackboard and study skills
- Daytona Beach Ocean Convention Center Daytona Beach, FL
Marketing Assistant Jan-May 2018
- Created press releases
 - Authored pieces for trade publications
 - Assisted Marketing Director with various research projects
 - Developed marketing campaign for Flagler County Volunteer Firefighters
- Skills** *Public Relations/Communications*
- Brochure design, Monthly newsletter publication
 - Signage and posting creation
 - Authored trade publication articles
 - Press release development
- Computer*
- Macintosh, Windows operating systems
 - Microsoft Word, Excel, PowerPoint, Publisher
 - Lotus Freelance Graphics, Approach, CorelDraw, Adobe Photoshop
 - Web design & Internet research
- Leadership & Activities** Editor, Embry-Riddle Avion Newspaper, ERAU
Disc Jockey, WIKD ERAU Campus Radio
Member, Daytona Beach Toastmasters