



JENNIFER CAZARES

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Denton, TX

SUMMARY

Emerging PR Professional who recently graduated at the University of North Texas. Results driven, analytical & customer-oriented individual. Seeking a career to implement and challenge my skill set in order to be a strong pillar for the community.

SKILLS

- Efficiency in presenting and training to clientele
- Bilingual in English and Spanish (Native Speaker)
- Proficient knowledge in Microsoft Office Suites
- Motivated self-starter with a desire to learn
- Proactive problem-solver
- Strong interpersonal communications

EXPERIENCE

Digital Communications Specialist / Consume With Love - Dallas , TX

05/2017 - 06/2018

Produced blogs, product descriptions, email campaigns and product photography.

Researched potential partners to collaborate with their brand.

Attended Vegan Markets to promote and sell the merchandise of the brand.

Partially managed social media accounts by engaging with followers and promoting blogs.

Created spreadsheets, Facebook ads, and fact sheets.

Digital Skills Specialist / Goodwill Industries Of Fort Worth - Denton, TX

08/2018 - Current

Managed clientele on a monthly basis for both the Digital Career Accelerator (40+/m clients) and Ed2Go programs (15+/m clients)

Designed class material for the Digital Skills Classes; English and Spanish. (Computer Basics, Windows 10, Internet, Email, Word 2016, Power Point 2016 and Excel 2016)

Created spreadsheets for organizing client's progress.

Developed relationships and collaborated with community partners (nonprofit, local and state)

Marketed and promoted the program by creating flyers, brochures and handouts.

Taught clients Basic Computer Skills, Windows 10, Email, Internet, and the Basics of Word, PowerPoint and Excel 2016.

Created all youth summer photoshop/photography program curriculum and supporting materials.

Basic Knowledge of CaseWorthy database, North Star and BrainShark.

EDUCATION AND TRAINING

University of North Texas - Denton, TX

05/2017

Bachelor of Arts: Journalism With Concentration in Public Relations

- Minor in Social Science
- Kappa Tau Alpha Honor Society Member

Tarrant County Community College - Fort Worth, TX

05/2015

Associate of Arts

WEBSITES, PORTFOLIOS, PROFILES

- <https://jennyc14.wixsite.com/portfolio>
- [linkedin.com/in/jencaz](https://www.linkedin.com/in/jencaz)

REFERENCES

Marcus Boyd, Career Centers Manager
682-302-3477

Diana Monroe, Digital Skills Specialist
817-247-7995

Vanessa Niosette, Previous Co-Worker
817-718-1951