

# Rhana Aurora Gittens

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**OBJECTIVE:** To gain a position in public relations, promotions or marketing in order to gain valuable business experience, develop effective communication for companies and organizations, and enhance innovative thought and leadership skills for myself and a team of colleagues.

## EDUCATION:

**University of Florida**, Gainesville, FL

Expected Graduation: May 2010

**Major:** Journalism (Print)    **Minor:** African-American Studies    **UF GPA:** 3.67

## WORK EXPERIENCE:

**Student Manager**, The Florida Fund  
Gainesville, FL

March 2007 to Present

- Enhanced leadership and team building skills by recruiting, training and monitoring student fundraisers at the Florida Fund RepDIALS phone program.
- Developed effective public communication skills by raising over \$14,000 in monetary gifts for the University of Florida through phone solicitations to alumni.
- Enhanced innovative thought and developed effective office communication by working with fellow managers on motivational programs for student callers, special events and day-to-day office maintenance.

**Business Operations Intern**, Comcast Spotlight  
Miramar, FL

May 2009 to August 2009

- Gained valuable business and corporate experience by utilizing Microsoft Excel spreadsheets and formulas to assist in the development of the Comcast Spotlight South Florida region 2010 Budget.
- Developed effective corporate communication for the South Florida region of Comcast Spotlight by creating a Frequently Asked Questions log for employees to learn about the various departments in the region.

**Reporting Intern**, Gainesville Guardian  
Gainesville, FL

August 2008 to January 2009

- Enhanced innovative thought by creating and researching story ideas for a local newspaper.
- Developed effective communication by completing phone and in-person interviews while reporting a story.
- Developed effective public communication by publishing feature and news stories in the local newspaper.

**Advertising Sales Intern**, Comcast Spotlight  
Ft. Lauderdale, FL

May 2008 to August 2008

- Enhanced innovative thought and developed effective communication skills by creating and directing a client reclamation project for sales agents and reclaiming over 20 former clients.
- Gained valuable business experience by handling day-to-day secretarial and receptionist office duties.

**Marketing and Research Intern**, Comcast Spotlight  
Miramar, FL

June 2007 to August 2007

- Developed effective communication by creating one-sheets and promotional emails for account executives and clients, in addition to utilizing Microsoft Publisher to create a newsletter highlighting cable television's series and season premiers for clients.
- Acquired business management skills by using Microsoft Excel to create spreadsheets of top-rated programming on Nielsen Overnights daily.

## CAMPUS AND COMMUNITY INVOLVEMENT:

**Public Relations Director**, Delta Epsilon Iota

September 2009 to Present

**Mentor and Volunteer**, Alachua County School Board

January 2009 to Present

**Media Relations Director**, Black Student Union

August 2008 to Present

**Marketing Director**, Black History Month 2009

August 2008 to Present

## SKILLS:

**Design:** Web Design, Brochure, Media Kit, and Flyer Design

**Computers:** Microsoft: Word, Excel, PowerPoint; Adobe CS4: InDesign, Photoshop, Dreamweaver

**-References Available Upon Request-**

