

Re'nesia Mills

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Education

Bachelor of Arts in Journalism

Minor in Communications

The University of Tampa (UT)

May 2021

Tampa, FL

Work History

Collegiate Entrepreneurs' Organization (CEO)

Student Employee (UT)

Aug. 2019 – Dec. 2020

Tampa, FL

- Marketed e-mails
- Answered phone calls
- Conducted light research
- Reached out to various companies to sponsor organization
- Reached out to 4,000+ individuals to build the organization's alumni program

Staples

Sales Associate

July 2018 – Aug. 2020 (seasonal)

Colorado Springs, CO

- Provided quality customer service that increased my skills and relations with customers.
- Changed sale signage
- Processed cash and card customer transactions that kept me honest with money
- Processed returns and reserved in-store pickups for online orders
- Restocked shelves

Relevant Experience

The Minaret, UT Newspaper Reporter

Aug. 2020 – May 2021

- Wrote 13 articles that were all published on *The Minaret's* Website
- Conducted various interviews with relevant sources
- Self-edited written pieces and submitted them to student editors for final editing
- Wrote about individuals and events on UT's campus and within the Tampa Bay community

The Paper, PPCC Newspaper Reporter

Fall 2018

- Wrote six articles, three were published online
- Researched issues on and around campus, conducted interviews and covered current events on campus

Reel Talk Official Podcast, Social Media Manager

May 2021-Present

- Post content to Instagram and YouTube for the podcast
- Correspond with followers who comment and reach out via direct message
- Analyze Instagram insights to determine how to reach new audiences
- Maintain the uniform look of social media accounts
- Assist in promoting

Skills

<ul style="list-style-type: none">• Microsoft Excel, Word, PowerPoint	<ul style="list-style-type: none">• Basic Camera Operation
<ul style="list-style-type: none">• Wix	<ul style="list-style-type: none">• iMovie
<ul style="list-style-type: none">• Adobe Premiere Pro	<ul style="list-style-type: none">• WordPress