



MAYENCI GOMEZ

CONTACT

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EDUCATION

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Bachelor of Arts, Public Relations
GPA: 3.7
Graduated:
December 2023

SKILLS & INTERESTS

SKILLS

Creative and Analytical Skills
Digital Media Skills
Interpersonal Skills
Attention to Detail

INTERESTS

Digital Design
Social Media
Crisis Communication
Personal Content Creation
Curating Press Kits

COMPUTER

Adobe Creative Cloud (InDesign)
Canva
Google Drive (Docs, Sheets, Slides)
Google Meet
Microsoft Office
Wix

LANGUAGES

English (Advanced)
Spanish (Proficient)

RELATED EXPERIENCE

WELL SUITED / PUBLIC RELATIONS COORDINATOR

LOS ANGELES, CA

Feb. 2023 - May 2023

Collaborated with Well Suited, a non-profit organization established to create partnerships with numerous schools and colleges for college and career support toward high school students.

- Managed communications with journalists, sponsors, district officials and the public to maintain and promote the organization's activities and agenda
- Collaborated with colleagues to increase organizational awareness and execute public relations campaigns
- Utilized copywriting and content analysis skills to drive the creative direction of published content such as: blogs, fact sheets, press releases, media advisories, pitches, etc.
- Ensured that PR materials were consistent in messaging and aligned with the organization's overall objective, in addition to generating positive public perception

LOVE & LAUGHTER MUSIC GROUP / LEAD MUSIC PUBLISHING INTERN

ANAHEIM, CA

Sept. 2020 - Oct. 2021

- Administered and delegated with other publishing interns through daily administrative tasks
- Advanced music catalogs through Google Sheets and Google Docs by updating and maintain content digitally
- Supported client management by 50% through creating contract agreements and contacting clients via email and phone calls
- Provided successful and interactive customer service through outdoor music events and during studio sessions
- Promoted an efficient workflow by regulating digital music files, arranging physical files and maintain cleanliness through multiple studio rooms

THE A-LIST / SALES ASSOCIATE INTERN

BEVERLY HILLS, CA

June 2019 - Aug. 2019

- Provided employee support by researching 50 celebrity client mentions through Google and social media platforms
- Assisted with curated packages for clients by researching and examining clients' digital platforms and posts
- Increased client satisfaction by 10% through properly folding garments and packaging PR orders
- Provided a positive environment every shift by collaborating with multiple interns through inventory, organization and digital administrative duties
- Aided in private branding events by calculating attendees, providing comprehensive customer service and displaying products

EMPLOYMENT

DLS EVENTS / CASHIER/PREP COOK

LOS ANGELES, CA

July 2018 - Present

- Collaborated with colleagues to effectively complete and increase customer orders in a timely manner
- Increased sales and lowered inventory by 5% by promoting venue specials and handling POS systems
- Prepared and replenished food for concession stands, resulting in an increase of 10% in sales through accurate timely delivery of goods
- Maintained a clean workspace and product availability by communicating with colleagues and management
- Boosted customer loyalty by 25% through cooperation with team members, providing attentive customer support and answering questions