



# 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