

JOHN A. AYERS

Address: 3020 Yorba Linda Blvd. G20, Fullerton, CA 92831 Phone: 714-854-4400 Email: AyersPR@gmail.com

OBJECTIVE

To obtain a job or internship in the public relations field

EDUCATION

California State University Fullerton

Bachelor of Arts, Public Relations;
GPA: 3.59

Senior Status

Fullerton College

Associate of Arts, Journalism
GPA: 3.57

June 2009

WORK EXPERIENCE

Communications Intern, Buena Park, CA

Giving Children Hope

2009 - Present

- Wrote and submitted press releases
- Responsible for updating and managing the company Web site
- Designed materials such as fliers, brochures, and other handouts
- Managed social network Web sites and other media outlets
- Responsible for shooting and editing video and taking photographs
- Communicated with partners and public through emailing lists and company newsletters

Front Desk/Night Auditor, Anaheim, CA

Hotel Pepper Tree

2008 - Present

- Booking and coordinating reservations
- Perform nightly account audit by manually verifying credit card transactions and monies received against RoomMaster computer program
- Sole point of contact for guests for all hotel related problems and needs during the evening

Managing Editor, Fullerton, CA

The Hornet, Fullerton College Newspaper

2008 - 2009

- Managed day-to-day operations, including meeting deadlines, counseling writers and photographers on stories, and organizing paper layouts
- Responsible for all final edits of the paper and ensuring print deadline was maintained on a weekly basis
- Directed staff meetings involving story brainstorming, page layout decisions, and assignments

RELEVANT SKILLS

- Great interpersonal skills; ability to work independently and in a team setting
- Versed in APA and AP style writing
- Social Media Specialist including Facebook, Twitter, MySpace, YouTube, blogging, and other new media
- High level of competency in Microsoft Office Suite, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, and Quark Express Page Maker

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REFERENCES

Jenise Steverding

Giving Children Hope, Director of Programs
Phone: 714-523-4454 ext.
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Harmony Trevino

Giving Children Hope, Communications Coordinator
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Rick Ayala

Hotel Pepper Tree, Property Manager
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Jay Seidel

The Hornet, Faculty Adviser
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