

CHAEA MORRIS

COMMUNICATIONS COORDINATOR

San Diego, CA | chaelamorris@gmail.com | www.linkedin.com/in/chaela-morris

SKILLS

- Strong knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and video editing
- Extensive experience with Canva and social media software
- Experience scheduling media interviews
- Proficient in AP Style
- Ability to produce engaging media materials
- Leadership skills
- Experience contributing to press releases, newsletters, and effective communication plans
- Understanding of website analytics and search engine principles

EDUCATION

College of Charleston, Charleston, SC

December 2024

Bachelor of Arts in Communication GPA: 3.65

Dean's List 2022-2024

- Relevant coursework in Communication Research Methods, Principles and Practices of Communication, Message Design and Influence, and Media in the Digital Age

EXPERIENCE

Redux Contemporary Art Center, Communications Intern

Aug 2024 - Dec 2024

Charleston, SC

- Designed social media posts, fliers, and banners to garner awareness of upcoming events
- Assisted with email marketing and crafted personalized subject lines
- Scheduled media interviews
- Helped organize events
- Developed and maintained relationships with local community artists

Oyster House Seafood Restaurant, Head Waitress

June 2024 - Jan 2025

Charleston, SC

- Successfully managed 5 to 10 staff members at any given time by assigning tasks, ensuring that customer and restaurant standards were met.
- Drove revenue growth and customer retention through efficient problem-solving.
- Executed \$1k-\$2k in daily sales across 10-25 customers.

Another Broken Egg, Head Waitress

Aug 2022- June 2024

Charleston, SC

- Formally trained new employees on menu items, computer systems, and company standards.
 - Crafted loyal clientele through consistent and friendly interactions.
 - Fostered effective communication with management and colleagues to create a positive and supportive work environment.
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