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## EDUCATION

### UC Santa Barbara, June 2020

BA, Global Studies

Minors: Art History, Multimedia Writing

English     

Korean    

German    

## SKILLS

Adobe Creative Suite (ID, AI, PS, LR)

Microsoft Office Suite

Google Suite

Affinity Publisher

Cision

Drupal, Wordpress, Weebly

Social Media

Event Planning

Writing, Graphic Design, Editing

Interviewing

## OTHER ACTIVITIES

Piano Accompanist (Weekend)

Medical Assistant (Seasonal)

## REFERENCES

### Paksy Plackis-Cheng - *impactmania*

Rel: *impactmania*, current Director

Best contact: paksy@ucsb.edu

### Giovanna McMahon - *NBCUniversal*

Rel: Katrina Wan PR, past supervisor

Best contact: (203) 893-0264

### Brittany Friebott - *Speech Coach*

Rel: Past Speech & Debate Coach

Best contact: breher@gmail.com

# SAEHEE JONG

Communicator. Coordinator. Creator.

**Dynamic** 22 y/o with a **bright** but **no-nonsense** charm.

Lover of storytelling & art. Passionate about the creative & entertainment industries. Strengths in **multi-tasking, communication, organization, & detail-orientation. Independent**, but **collaborative. Self-aware, proactive, & ethical.** Excited to hear from you!

## PROFESSIONAL EXPERIENCES

### Student Publicist and Content Manager, *impactmania* team

UCSB AD&A Museum | June 2017 - Mar. 2018 ; Jan. 2019 - Present (1 yr+)

Directed & developed large-scale events

Created & managed *impactmania's* social media contents

Wrote & edited HMM's magazine, press releases, interviews, and grants

Distributed information via chain emails

Created presentations & led docent tours upon requests

### Public Relations Intern

Cabine Creative Public Relations, Los Angeles | June - Sept. 2019 (3 mos)

Prepared client files, schedules, sample trafficking & management

Facilitated celebrity stylist pulls, updated memos / inventory

Supported writing & editing media materials

Promoted new fashion/beauty trends to celebrity stylists & media

Assisted Principal & other PR coordinators when needed

### Film Publicity Intern

Katrina Wan Public Relations, Los Angeles | June - Sept. 2019 (3 mos)

Pitched film coverage, organized press junkets, distributed mailers

Updated status reports, listings of films, & media contacts

Conducted phone interviews between media outlets & talent(s)

Pulled clips for upcoming films & participated in Red Carpet premieres

Completed ad hoc administrative tasks & assisted Senior publicists

### Resident Assistant

UCSB Housing, Santa Cruz Hall | Aug. 2018 - June 2019 (10 mos)

Provided paraprofessional advising to 80+ first-year students

Acted as a liaison between building directors & students

Handled administrative tasks (Managed schedules, requests, & reports)

Responded to crisis-situations & resolved conflict(s)