

KIANA HARDEN

• Public Relations Specialist •

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SUMMARY

I am self-motivated with a strong drive for success. This has been shown in my dedication to education, accomplishments, employment history and willingness to lead by example. I'm consistent, prompt and reliable.

EDUCATION

Texas State University

Bachelor of Science | August 2017 - December 2020

Bachelors in Public Relations and Mass Communications with a minor in Business Administration

SKILLS

Collaboration	<div></div>
Customer Service	<div></div>
Adobe Lightroom	<div></div>
Adobe Photoshop	<div></div>
Adobe Premiere Pro	<div></div>
Adaptability	<div></div>
HTML / CSS	<div></div>
Digital Assets	<div></div>
Branding	<div></div>

CERTIFICATIONS

HootSuite Platform
Social Marketing - HootSuite

HONORS & MEMBERSHIPS

Cum Laude / 2020 / Texas State University
Deans List
Council of Scholars
Gamma Phi Beta Sorority
Alpha Lambda Delta National Honors Society
The National Society of Collegiate Scholars
Golden Key International Honour Society

EXPERIENCE

Texas State University - Alkek Library

Visual Design Specialist & Customer Service Relations

Alkek One | March 2019 - Present

- Compose look-books, posters, and social media graphics following a specific branding code
- Help develop and implement a social media plan
- Manage a variety of inquiries and consult with patrons to resolve discrepancies and create effective solutions
- Prepare and assist with academic workshops
- Formulate relations with school administrators, faculty, students, and potential students.
- Maintain a safe working environment by enforcing all safety standards and protocols.

Productions Assistant

YouStar Studios | January 2018 - August 2020

- Operate video equipment required for production, including lights, cameras, video recorders, and audio equipment
- Assist with scriptwriting, taping, editing, and directing
- Communicate project status and production scheduling with on-campus clients

Mozies Bar & Grill

Waitstaff | January 2020 - March 2020

- Maintain high standards of customer service during high-volume, fast-paced operations
- Assist customers in order selection, recommended specific menu items, and ensured prompt, accurate service
- Pay close attention to dietary and allergic restrictions
- Follow procedures for safe food preparation, assembly, and presentation
- Work full-time shifts while attending college

CCISD Challenger Columbia Stadium

Director/Camera Operator | March 2016 - June 2017

- Capture footage from live sporting and district events
- Coordinate information from the cameras to live event display
- Stay on the task/component and relayed activities back to main screen while adapting to events and requests as needed

Additional employment history and references available upon request