



# JADYN COURTNEY

Public Relations Professional



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Jadyn Courtney

## ABOUT ME

I am a passionate and driven public relations student with a deep interest in communications, media and content creation. Throughout my academic and professional career, I have fostered and enhanced my skills in teamwork, time management, problem-solving, critical thinking and networking to prepare myself for the professional world.

## EDUCATION

**Bachelor's Degree in  
Communication, Journalism & Media**  
Shippensburg University  
2023 - Present

**Associate's Degree in  
General Studies**  
Harrisburg Area Community College  
2021 - 2023

## CERTIFICATIONS

**Social Behavioral Educational Research**  
CITI Program

**Fundamentals of Media Relations**  
Muck Rack

**Fundamentals of Media Measurement**  
Muck Rack

**Hootsuite Platform Certification**  
Hootsuite

## REFERENCES

Available upon request

## PROFESSIONAL EXPERIENCE

- |                     |  |
|---------------------|--|
| <b>May<br/>2023</b> | <b>Learning Management Systems Administrator</b><br>Condensed Curriculum International (CCI)   |
| -                   |  |
| <b>Present</b>      | <ul style="list-style-type: none"><li>• Manage the internal learning management system</li><li>• Review and edit presentations that are utilized within courses</li><li>• Develop descriptions, outlines and overviews for a variety of courses produced by CCI</li><li>• Edit logos and favicons for companies partnering with CCI</li></ul>  |
| <b>Aug<br/>2024</b> | <b>Business Development and Marketing Intern</b><br>Condensed Curriculum International (CCI)   |
| -                   |  |
| <b>Dec<br/>2024</b> | <ul style="list-style-type: none"><li>• Developed email blasts to be sent to potential partners</li><li>• Created a catalog of singular, email templates to be sent to existing CCI partners, potential partners, and previous partners</li><li>• Designed informational graphics for LinkedIn and other social media platforms</li><li>• Researched social media trends and most relevant social media platforms for the company to utilize</li></ul> |

## CAMPUS INVOLVEMENT

- |                     |   |
|---------------------|---|
| <b>May<br/>2024</b> | <b>Business Director</b><br>WSYC 88.7 FM - Shippensburg University Radio Station  |
| -                   |   |
| <b>Present</b>      | <ul style="list-style-type: none"><li>• Organize fundraisers for WSYC 88.7 FM</li><li>• Source, purchase and manage prizes for giveaway events.</li><li>• Maintain a budget for the 2024 to 2025 academic year and ensure all bills are paid timely and correctly</li></ul> |
| <b>Mar<br/>2024</b> | <b>PRSSA Member</b><br>Public Relations Student Society of America  |
| -                   |   |
| <b>Present</b>      | <ul style="list-style-type: none"><li>• Create social media content and flyers for clients, such as the Asian American Pacific Islander Organization.</li><li>• Compose newsletter articles and blog posts for PRSSA.</li></ul>   |

## VOLUNTEER WORK

- |                     |  |
|---------------------|--|
| <b>Oct<br/>2022</b> | <b>Production Team Member</b><br>Christ Community Church   |
| -                   |  |
| <b>Present</b>      | <ul style="list-style-type: none"><li>• Frequently operate cameras, video switchers, sound boards and lighting programs for live events and live streams.</li><li>• Volunteered at Supernatural Life Conference in September of 2023 and 2024.</li></ul> |