

Joan Cristy Maguad

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Objective

I aspire to have a career in public relations and marketing. My goal is to professionally represent this company and contribute to its growth and performance.

Education

University of Illinois at Chicago (UIC), Chicago, IL
Bachelor of Arts, English
Minor in Kinesiology

Anticipated Graduation May 2016

Skills

Computer: Microsoft Office, Social Media, Windows/Mac/ (Basic) Linux Operating Systems, Internet browsers, WordPress, Basic HTML, Cision, Email Marketing Software (MailChimp, Advanced MacMailer), QuickBooks
Languages: English, Bisaya, Tagalog, Elementary Spanish, Elementary French

Work Experience

Agate Publishing, Inc., Evanston, IL

Publishing Intern, January 2016-Present

- Draft catalog, press kit and jacket materials, and assist in the execution of marketing campaigns for new title publications
- Research competing titles and products in relation to forthcoming releases, and develop content for social media platforms
- Maintain master lists, communicate with media outlets, and track reviews and other related publicity
- Learn the fundamentals of small-press publishing operations

University of Illinois at Chicago (UIC), Chicago, IL

Project Assistant for Professor Mary Anne Mohanraj in English/Asian-American Studies Department, January 2015-Present

- Create and migrate outdated online content to updated user- and mobile-friendly websites for the DesiLit Foundation, Speculative Literature Foundation and author Mary Anne Mohanraj
- Maintain media and organization-related lists and send press material to related outlets
- Format electronic submissions to be published in *Jaggery Literary Magazine*
- Assist in compiling and editing the professor's work for her independent book pursuits

Pearle Vision, Chicago, IL

Sales Associate/Optician, 2011- 2015

- Sent out promotional material to increase patient retention and drive up revenue through optical sales, and managed store inventory and displays
- Educated patients on the proper use of eyewear, trained incoming employees, and conducted optical testing

Volunteer Experience/Extra-Curricular Activities

Filipino-American Baptist Church Youth Group, Chicago, IL, 2008-Present

Medical Mission Trip to Philippines, July 8-22, 2012

- Dispensed prescription antibiotics and other medicines to patients, served food and provided support to local residents and schools, and restored a children's summer campgrounds by painting and construction

Annual Valentine's Day Fundraiser Concert and Banquet, 2009-2014

- Planned, prepared, set-up and tear-down duties, performed songs, served dinner to guests, and collected funds for the Annual Medical Missions Trip and other outreach ministries

Secretary, 2008-2012

- Mentored children to succeed as young adults in a religious setting
- Took minutes, kept records, and relayed information to group members, assisted in event planning and fundraising for missions trips and outreach projects