

Mia Solano

Email: solanomiaa18@gmail.com

Cell: (909) 561-8545

Summary of Qualifications

Results-oriented Public Relations graduate from California State University, Long Beach with my B.A. in Public Relations and a minor in Communication studies. I have maintained a 4.0 GPA throughout all my college career and have a strong commitment to teamwork with excellent interpersonal, organizational, and written and verbal communications skills.

Experience

Jade On the Water – Long Beach, CA
Server

October 2022-Present

- Currently working as a server at Jade, helping serve food to all customers, making sure orders are accurate and delivered timely, providing the best customer service available in order to retain customer satisfaction.
- Assisted the cooks and anything needed in the kitchen, helping prep dishes and running it to the customers. Making all dishes are made to order.

NAACP – Long Beach, CA

National Association for the Advancement of Colored People
Internship

Feb. 2023-August 2023

- Managed all social media content, including Instagram (@lbranchnaacp) Website (naacp.org), Facebook, and Twitter (now known as X). Managing daily post relevant to our Long Beach community, special events, book fairs, employment within Long Beach, fundraisers, scholarships, all related community activities.
- Communicated and assisted with special events within the city. Law Day, bringing together high school students, Attorneys within the Orange County community, District City Attorney's, so that we can have open dialogue, answering questions about the law, internships, developing and encourage up and coming students interested in Law School and college.
- Assisted with the newsletter weekly, helping communicate weekly achievements and activities.

BLND Public Relations – Hermosa Beach, CA

Jan. 2024-April 2024

Internship

- Managed various BLND clients' social media content through Instagram and TikTok. Managing daily post and content creating for their social platforms.
- Pitched over 100 media. Confirmed over 30 media placements.
- Marketed for BLND clients, showcasing their finest products and brand through Instagram and TikTok.
- Communicated and assisted in public relations grand opening events for BLND clients. Confirming various micro and macro influencers for events.

Gamma Phi Beta Organization – Long Beach, CA

GPHI

Social Chair

- Managed all social events throughout the school year, booking events for over 200 guests and Gamma Phi Beta members, making sure we stay within the guidelines of the event and staying on budget.
- Booked all transportation to and from the event, worked closely with caterers, and venue management, ensuring all payments are completed and final count is accurate.

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Santa Ana City College, Santa Ana, CA

Panelist

- Student Point of View Panelist, I was speaker at Santa Ana City College with a group of professionals, providing my viewpoint as a student majoring in Communication Studies. Answering Q&A and guiding students to follow in a major within communications.

Nationwide Legal – Los Angeles, CA

Attorney Service

May 2022- August 2022

Account Representative

- Helped support the litigation departments, with filings, court research, records management for the top law firms in the City of Los Angeles and the State of California.
- Processed electronic court filings with State, Federal, Court of Appeals, and Bankruptcy Courts, to confirm documentation is approved by the court.
- Assisted the Service of Process Department with coordinating proper procedures of legal service including Subpoenas, Summons, Civil Complaints, Restraining Orders, and Termination of Vacancy.

Bluewater Grill – Newport Beach, CA

April 2021 – October 2021

Host/Food Runner

- Hostess, managing the weekly reservation schedule ensuring we have sufficient staffing to accommodate guest.
- Managed all to go orders, assisting the kitchen staff, confirming all orders are accurate before going out.

Databases/System

Skilled in MSWord, Excel, PowerPoint, Outlook, WordPress (website builder), Adobe Premier Pro, Adobe InDesign, PACER, and Winserve.

Education

California State University Long Beach, Long Beach

Public Relations major/minor Communications, May 2024

Upland High School, Upland

General Studies, June 2020

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