

JERIA BARNES

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📍 Atlanta, GA 30274

PROFESSIONAL SUMMARY

Public relations professional with comprehensive background in managing media relations and executing PR strategies. Known for strong team collaboration and adaptability to changing demands. Skilled in crafting press releases and managing social media communications.

SKILLS

- Social media coordination
- Community engagement
- Brand awareness
- Internal communications
- Photography
- Media relations
- Press release writing
- Internet communication
- Communications strategies
- Client engagement
- Copywriting
- Proofreading
- Online reputation monitoring
- Podcast production
- Teamwork and collaboration
- Customer service
- Problem-solving
- Time management
- Attention to detail
- Multitasking Abilities
- Reliability
- Creative thinking
- Adaptability and flexibility

EDUCATION

Georgia State University Perimeter College

WORK HISTORY

Public Relations & Marketing Communications Perimeter College - Student Assistant

Atlanta, GA • 09/2024 - Current

- Assist with social media, and online initiatives.
- Create or update communications plans
- Feature writing
- Communicating with internal and external creative service providers and media groups
- Assist with video production and photography
- Collaborated with team members on event planning and execution, resulting in successful campus events and activities.
- Completed special projects assigned by supervisors within specified deadlines while balancing regular duties effectively.

GSU Underground Literary Journal - Copy Editor

Atlanta, US • 08/2024 - Current

- Developed story and content ideas, considered reader, and audience appeal
- Reviewed manuscripts for publication in print or online media outlets
- Assessed overall quality of written material before final submission or release
- Worked closely with authors to ensure their vision was preserved while improving readability of text
- Analyzed content for factual errors prior to publication or release online
- Checked for plagiarism within submitted manuscripts before publication
- Performed copy-editing tasks such as rewriting sentences or paragraphs where necessary
- Conferred with management and editorial staff members about placement and emphasis of developing news stories

State Farm - CLAIMS ASSOCIATE

Dunwoody, US • 02/2023 - 11/2024

- Developed strong customer service skills to effectively communicate

Atlanta, GA • Expected in 05/2025

JOURNALISM/PROFESSIONAL WRITING

- Relevant Coursework:
Introduction to Communication, Basic News Writing, Public Speaking, Foundations of Media Research, Media Culture and Society, English 1101, English 1102
- Extracurricular Activities:
Student Media Organization, Student Engagement Organization
- Dean's List Summer 2023, Fall 2023, Fall 2024

CERTIFICATIONS

Social Media Certified

- HubSpot Social Media Certification - HubSpot Academy.

with clients and resolve complex issues

- Utilized advanced problem-solving capabilities to investigate discrepancies, identify root causes, and implement corrective actions
- Successfully maintained records of claim documents such as contracts, invoices, receipts
- Managed high-volume claim caseloads, ensuring accurate documentation and adherence to company policies.
- Developed positive relationships with clients, fostering trust and open communication during the claims process.
- Verified client information by analyzing existing evidence on file.
- Calculated adjustments, premiums and refunds.

PERSONAL INFORMATION

About Me

I am a dedicated and ambitious professional with a proven track record of excellence, driven by a passion for continuous learning and professional growth. Combining strategic thinking, adaptability, and a strong work ethic, I am committed to delivering high-quality results and making meaningful contributions to dynamic organizational environments.

Beyond professional pursuits, I maintain a balanced lifestyle that supports personal growth and well-being:

- Avid reader with a passion for expanding knowledge across diverse subjects
- Creative writer exploring innovative storytelling and communication techniques
- Dedicated yoga practitioner, emphasizing mental clarity and physical wellness
- Value-driven individual who prioritizes quality time with family, and fostering strong personal connections