

Jordene Garcia

EDUCATION

University of San Diego, San Diego, CA

Bachelor of Arts '26, Communication and Management

GPA: 3.96

Lambda Pi Eta, Communication Honor Society

Relevant Courses: Organizational Behavior, Human Resource Management, Public Relations, International Comparative Management, Principles of Financial Accounting, Public Speaking, Strategic Communication

EXPERIENCE

The Nonprofit Institute

Social Media Intern

June 2025 — August 2025

- Performed brand audit and KPI review to evaluate opportunities on Instagram, Facebook, and LinkedIn
- Co-developed long-form video for internal stakeholders by interviewing, scripting, and reviewing footage
- Initiated research team spotlights and proactively translated survey results into digital graphics and copy
- Applied Buffer and Asana to support social media initiatives, content scheduling, and project management

University of San Diego Writing Center

Writing Program Administrative Assistant

January 2024 — Present

- Create Canva-based social media posts and proofread department newsletter to maintain stakeholder relations
- Organize weekly statistic reports on Sheets about demographics and fulfill confidential copy or mail orders
- Communicate with diverse clients via email, phone, or in-person while maintaining positive attitude
- Facilitate operations of program directors and staff through task prioritization and policy compliance

Writing Consultant

September 2023 – December 2023

- Dedicated 3 hours per week to guide undergraduate and graduate students with brainstorming and revision
- Assisted English language learners with editing grammar, clarifying content, and sourcing outside materials
- Learned from weekly 1-hour workshops to advance cross-disciplinary writing, discretion, and multi-tasking

PROJECTS

X-Culture Global Virtual Team

October 2025 – November 2025

- Negotiated across time zones with team members in different countries to develop a cohesive business plan
- Analyzed a cross-regional survey, devised a social media mockup, and organized an executive summary
- Resolved cross-cultural communication conflicts to ensure project completion and effective time management

Rebranding Consultant for Marleise1288

December 2024

- Connected with client via Zoom and email to acquire information about business goals, vision, and history
- Established meeting agendas, directed team brainstorming for 3 hours per week, and synthesized ideas
- Researched live selling trends, drafted expansion plan beyond Whatnot, and presented social media strategy

Public Relations Media Kit

November 2024

- Conducted brand and market research to ensure campaign alignment with company mission and messaging
- Drafted press release announcing product launch with pricing, availability, and media contact information
- Designed targeted media pitch for relevant journalist and created supporting fact sheet about key details

ACTIVITIES

Filipino Ugnayan Student Organization

September 2022 – September 2024

- Supervised Pilipino Culture Night concession sales and mentored for KAAK Program with 1 little picked up

USD 75th Anniversary Service Project with Mission Edge

August 2024

- Managed booth with 5 peers for 4 hours to collect 166 items or 300 kits total for the local Monarch School

Diversity & Equity Coalition Ambassador

November 2022 – December 2023

- Represented university in admissions outreach through tours, student engagement, and ME@USD tabling

SKILLS

- Bilingual: English and Tagalog
- Proficient in Canva, CapCut, Microsoft Office, Google Workspace, verbal and written communication
- Experience with project management, social media platforms, Workday, Asana, Buffer, Wix