

Jenna Nimer

Public Relations Student | Marketing Communications, Brand Strategy & Project Coordination

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ABOUT ME

Senior Public Relations student at the University of Florida with experience in marketing communications, project coordination, influencer outreach, and brand communications. Skilled in managing communications, organizing workflows, supporting cross-functional teams, and building relationships in fast-paced environments. Passionate about strategic communication, marketing, and creative storytelling.

EDUCATION

UNIVERSITY OF FLORIDA - BACHELOR OF SCIENCE IN PUBLIC RELATIONS
EXPECTED GRADUATION: AUGUST 2026

CAMPUS INVOLVEMENT

- **Delta Gamma Sorority**
- Social Media Committee Member (2025–2026)
- Merchandise Committee Member (2024–2025)
- Anchor Academy PR Mentor (2025 - 2026)

WORK EXPERIENCE

2022-2026 **NABIL RENTAL PROPERTIES - OPERATIONS & ADMINISTRATIVE ASSISTANT - SARASOTA, FL**

- Managed professional correspondence, scheduling, and administrative support across multiple business operations.
- Coordinated contracts, documentation, and business communications prior to legal review.
- Organized records, documentation, payments, and operational workflows to support efficient day-to-day business functions.
- Communicated with tenants, stakeholders, and clients to facilitate project completion and issue resolution.
- Supported leadership with project coordination, task management, and administrative logistics.

June 2025 - September 2025 **SEAGULL CAVIAR | COMMUNICATIONS INTERN - MIAMI, FL (REMOTE)**

- Researched and identified creators and influencers aligned with brand objectives and target audiences.
- Coordinated influencer outreach and partnership communications to support marketing initiatives.
- Assisted with campaign execution, creator communications, and relationship management.
- Monitored engagement and campaign performance to support brand awareness efforts.
- Supported digital marketing initiatives designed to increase visibility and audience engagement.

August 2026 - Present **FACE FOUNDRIE | FRONT BAR RECEPTIONIST AND MARKETING COORDINATOR**

- Deliver front-desk guest service across two FACE FOUNDRIÉ Sarasota locations, supporting client check-in, check-out, scheduling and day-to-day operations.
- Manage appointment scheduling, client profiles, transactions and front-desk workflows using Boulevard.
- Communicate with clients in person and by phone to answer questions, coordinate appointments and provide information on services, products and memberships.
- Process payments and maintain accurate client and transaction information.
- Maintain knowledge of FACE FOUNDRIÉ services, products, policies and procedures to provide accurate information and a consistent guest experience.
- Selected to support grassroots marketing, community events and local partnership initiatives as part of a hybrid Front Bar + Marketing Coordinator role.

CERTIFICATES

- Hootsuite Social Marketing Certification
- Google Analytics Certification
- Hootsuite Platform Certification

COURSEWORK

- Corporate Reputation
- Special Study: Entertainment PR
- PR Writing
- Social Media management
- Corporate Communication Essentials
- Writing Fundamentals
- PR Research
- Sight, Sound and Motion (Adobe workshop skills)
- Consumer and Audience Analytics
- PR Writing for Strategic communicators
- Crisis Communications
- AI in PR

SKILLS

COMPUTER SKILLS

Adobe Photoshop (Academic Experience)
AI-Assisted Research & Workflow Automation
Microsoft Office

PROFESSIONAL SKILLS

Influencer Outreach
Project Coordination
Administrative Support
Attention to Detail
Strong Communication
Leadership
Digital Communications