

CONTACT

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👉 elizajason.com

EDUCATION

Bachelor of Arts

Media Communication Major

Production Emphasis

Writing Minor

Point Loma Nazarene University

San Diego, CA, Aug. 2015 - May 2019

GPA: 4.0

INTERNATIONAL EDUCATION

Anglo-American University

Prague, Czech Republic

Spring 2017

SOFTWARE PROFICIENCIES

Adobe Photoshop

Adobe Premiere Pro

Google Suite

MailChimp

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Word

PC & Mac operating systems

RECOGNITION

Summa Cum Laude

Phi Delta Lambda Honor Society

Dean's List Dec. 2015 - May 2019

President's Scholarship Recipient

Communication Research Award

Student Employee Award

Point Loma Nazarene University

Leadership & Service Award

Department of Communication

Pinnacle Scholarship Recipient

Balboa Bay 1221 Club

VOLUNTEER WORK

Spiritual Mentor Aug. - Dec. 2018

Sophomore student advisor

Alpha Group Leader Aug. - Dec. 2016

Led freshmen discipleship group

REFERENCES

Available upon request

Eliza Jason

An eager recent graduate seeking a career in entertainment offers extensive hands-on experience in diverse areas of communication, including film and television production, organizational marketing, and administrative assistance. Integrates academic training and professional development in oral, written, and intercultural communication to excel in a fast-paced environment both independently and as part of a collaborative team.

PROFESSIONAL EXPERIENCE & LEADERSHIP

Marketing & Communications Intern, La Jolla Country Day School Jan. - July 2019

- Wrote, edited, & organized print & online publications for prestigious private school
- Scheduled, managed, & organized appointments & meetings for marketing director
- Communicated with team, campus staff, & outside entities via email, phone, & video

On-Site Alumni Ambassador, CEA Prague May - July 2019

- Worked in the Czech Republic alongside on-site study abroad program staff
- Developed intercultural communication skills as a member of a diverse team
- Coordinated excursions, planned events, & provided support for visiting students
- Pitched and executed online & print marketing communications for office programs

Station Manager, Point TV Aug. 2017 - May 2019

- Supervised, managed, & facilitated all on-campus station productions & operations
- Coordinated multi-day domestic travel for academic department trips for students
- Managed annual budget & rollover for on-campus station's operations & events
- Processed payments & completed expense reports using university-issued funds
- Administered content uploads to station's YouTube channel, Google Drive, & website
- Communicated daily with program advisor, ASB, & outside entities via email or phone

Global Ambassador, Office of Global Studies Aug. 2017 - May 2019

- Promoted international education programs to prospective study abroad students
- Managed social media, planned events, advertised programs, & supported students abroad
- Wrote, formatted, & published 25-page training manual for future employees

Technical Assistant, Department of Communication Sept. 2017 - May 2019

- Coordinated equipment rentals; trained students to use software & equipment
- Recorded extensive inventory of audiovisual equipment & organized its storage

Staff Writer, The Point Weekly Sept. 2018 - May 2019

- Wrote weekly stories for student-run newspaper (audience of 2,000+ students)
- Communicated weekly with editor-in-chief regarding story content & relevant image(s)

Production Assistant, Shark Tank May - June 2018

- Supported production management staff during *Shark Tank* Season 10 shooting
- Completed off-site tasks efficiently (making numerous stops in the quickest possible way)
- Organized, stocked, & monitored sound stages with food & supplies