

J. Jacob White

Fort Lauderdale, FL | 954-849-5558 | JosephJacobWhite@gmail.com

Creative and detail-oriented Project Coordinator with a Bachelor's Degree in Public Relations and Advertising, and a Project Management Professional (PMP)® certification. Experienced in organizing impactful events for top-tier clients, leading projects from concept to completion, and crafting engaging content. Known for strong communication skills, technical expertise, and a talent for building strategic relationships. Passionate about delivering exceptional results and enhancing client experiences.

WORK EXPERIENCE

Encore Global – Diplomat Resort

Hallandale Beach, FL

Technical Project Coordinator

Sep 2023 - Present

- Successfully Orchestrate a variety of high-profile events for Fortune 500 clients, from fundraisers to shareholder meetings, ensuring exceptional execution and satisfaction through strategic project management and effective client relationship management.
- Design and implement event layouts while overseeing all logistical elements, including staff coordination and internal/external communications, to deliver seamless event experiences.
- Cultivate strong partnerships with vendors, clients, and city officials to enhance event success, maintaining customer loyalty and achieving smooth operations through meticulous planning and risk management.

Esquire Deposition Solutions

Fort Lauderdale, FL

Digital Reporter

Sep 2022 - Aug 2023

- Operated advanced audio technology to capture high-quality recordings of legal proceedings.
- Administered oaths and swore in witnesses during courtroom proceedings, ensuring compliance with legal protocols and maintaining a professional atmosphere.
- Reviewed and analyzed over 2,000 legal documents to ensure accuracy and compliance.

Make America Healthy on Voice America

Fort Lauderdale, FL

Associate Producer

Jan 2022 - Aug 2022

- Designed and executed promotional strategies and content for each guest episode, driving higher social media engagement and podcast downloads while securing prominent sponsorships.
- Curated high-quality guests for the podcast while coordinating guest appearances for the host on other programs.
- Expertly managed advanced audio equipment for live interviews, resulting in high-quality sound recordings and positive feedback from listeners.

YogaFit Training Systems

Fort Lauderdale, FL

Public Relations Specialist

Nov 2021 - Aug 2022

- Planned and executed a series of nationwide yoga conferences, resulting in a 30% increase in attendance compared to the previous year's events.
 - Developed engaging and targeted content for social media platforms, resulting in a significant increase in followers and enhanced engagement.
 - Managed the negotiation and execution of partnership agreements with key vendors, resulting in cost savings and improved product quality by implementing their expertise.
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EDUCATION

University of Central Florida
Bachelor's Degree in Public Relations and Advertising

Orlando, FL
Dec 2020

CERTIFICATIONS

- **Project Management Professional (PMP)** – Project Management Institute
- **Notary Public** – Executive Office of the Governor of Florida
- **American Association of Electronic Reporters and Transcribers (AAERT)**
- **Technical Level 100 & 200** – Pearson VUE

INTERNSHIPS

Toyota of Orlando
Marketing and Media Intern

Orlando, FL

Jan 2020 – May 2020

- Developed and executed a content marketing strategy to increase website and social media traffic, while conducting research on industry trends, competitors, and target audiences to inform campaigns.

Orlando Weekly
Public Relations Intern

Orlando, FL

Sep 2019 – Dec 2019

- Planned and executed events, coordinating logistics, securing vendors, managing registration, and assisting with press release drafting to ensure accurate communication and a positive brand image.

SKILLS

- **Project Management:** Expertise in planning, executing, and overseeing projects with a focus on stakeholder management, timeline development, resource allocation, and risk management.
- **Public Relations:** Successful in media relations, press material creation, and building strategic relationships with stakeholders, publicists and talent agencies.
- **Event Management:** Experienced in organizing and executing large-scale events, including managing logistics and coordination for functions with over 2,000 guests.
- **Content Creation & SEO:** Skilled in developing engaging content for social media and podcasting, with a strong understanding of SEO and current market trends to optimize content effectiveness.
- **Communication:** Exceptional verbal and written communication abilities, adept at fostering positive relationships with clients, stakeholders, and team members.
- **Technical Proficiency:** Advanced knowledge of Microsoft Office Suite, audio-visual technology, and photo and video editing software.
- **Organizational & Budget Management:** Proven ability to manage multiple projects efficiently with meticulous attention to detail, including overseeing budgets and financial documentation.

INTERESTS

- **Travel**
 - **Health and fitness**
 - **Environmentalism and sustainability**
 - **Politics**
 - **Arts and entertainment**
 - **Social studies**
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