Essence Coar

Orlando, Fl
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EXPERIENCE

Jaica Creative **Longwood, FL**
Community Engagement Manager *Jul 2020 - Present*

- Establish and maintain relationships and ongoing positive communication with internal and external individuals and organizations.
- Consult, book and coordinate events with clients and partners.
- Manage and train interns as assigned to support the departmental needs of events and donor relations.
- Spearhead the creation and execution of the overall plan for community outreach and engagement, including raising awareness about the organization..
- Initiate and organize successful fundraising programs, including, foundation giving, government grants, special events, and individual giving.
- Facilitate collaborative meetings with team leaders and management.
- Design and schedule creative content through social media platforms.

Buffalo Wild Wings **Orlando, FL**
Hourly Shift Manager *Mar 2016 - Mar 2020*

- Investigate and resolve complaints regarding food quality, service, or accommodations.
- Schedule staff hours and assign duties.
- Monitor employee and patron activities to ensure liquor regulations are obeyed.

Orlando Metro Gymnastics and Swim School **FL, Winter Park**
Office Admin *Feb 2014 - Feb 2016*

- Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents.
- Create daily schedules.
- Market and promote special events.
- Keep a current record of staff members' whereabouts and availability.

EDUCATION

University of Central Florida **Orlando, Florida**
B.S Public Administration (May 2021)

ADDITIONAL SKILLS

- Microsoft Office
- Google Suite
- Hootsuite Certified
- Mail Chimp
- Quickbooks
- Canva

REFERENCES

References available upon request