



MAYA K. BELL

COMMUNICATIONS SPECIALIST

Publicist and Entrepreneur with a demonstrated history of working in the communications industry. Skilled in Public Relations, Administration, Social Media Marketing, Web Design, Content Creation, Sales, and Project Management.

EDUCATION

NORTH CAROLINA CENTRAL UNIVERSITY

2018-2022 B.A Mass Communication
Concentration- Public Relations
-PRSSA Member

THE CATHOLIC HIGH SCHOOL OF BALTIMORE

2014-2018 High school Diploma

SKILLS

- Ability to manage multiple tasks.
- Good interpersonal, writing, and communication skills.
- Ability to communicate with management, the public and co-workers in a tactful and effective manner.
- Skilled in managing social media accounts and messaging.
- Ability to manage cash/sale transactions.
- Maintain professionalism and integrity in work practices.
- Ability to understand and carry out oral and written directions in order to accomplish assigned tasks in a timely manner.
- Profound knowledge of social media analytics, content creation, management, and strategy.
- Skilled in technical writing, press releases, press kits, media relations, and newsletters
- Knowledgeable in web design, development, and SEOs.
- Ability to work within and create a set budget for campaign purposes

EXPERIENCE

Nov 2021
Current

**Customer Service Rep-
Enterprise Holdings**

- Develop and attain customer experience for the store.
- Ensure customer satisfaction
- Maintain strong knowledge of all products, accessories, pricing plans, promotions, and features.
- Handle all administrative aspects of the branch

June 2021
July 2021

**Communications Intern-
Bolch Judicial Institute**

- Tasked to create social media engaging content
- Created and edited program newsletters and social media posts
- Organization and edits of new website

May 2021
July 2021

**Marketing Intern-
John Moore State Farm Insurance**

- Worked closely with the marketing team to produce content to attract new clients.
- Assisted customers with knowledge of insurance and premiums
- Assisted in attracting and maintaining new clients by phone calls and emails

Jan 2021
May 2021

**Intern-
North Carolina Central University
Department of Marketing and
Communications**

- Manage and oversee the social media content of the NCCU page.
- Write and deliver news articles for the NCCU News page.
- Strategize social media campaigns.