

Preeti Khanna

Digital Media Production

Contact

2320 Bluegill Ct
Saint Augustine, FL 32092
904-827-3320
Preeti.khanna@aol.com

Education

Flagler College
Saint Augustine, FL
Bachelor of Arts in Communication
Expected Dec 2023

Relevant Coursework

Digital Media Production
Social Media Strategies
Visual Communication
Interned for FCTV

Key Skills

Marketing
Content Creating
Conflict Resolution
Effective Communicator
Problem-solving

Objective

Passionate and creative content creator with a strong understanding of social media platforms. Seeking a role as a Content Creator and Social Media Specialist to leverage my skills in content development, community engagement and social media management.

Experience

October 2017- October 2023

Manager • True Care Docs LLC

Served as friendly and helpful office manager, performing administrative tasks and ensuring high quality customer service for our patients. Maintaining inventory of medicines, office supplies, daily use equipment, mailing and shipping. Organize and schedule meetings for staff and external vendors and appointments.

Also worked as a media consultant creating advertisement brochures and mailing post cards.

Skills & Abilities

Proficient in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro)

Strong Visual Storytelling abilities

Camera's (Sony a7ii, Canon Eos Rebel T3i, Nx, 100's, Sony sf5's)

Creative Writing and copywriting skills for various platforms

Web Design using Wix and Go Daddy

Screenwriting scripts, two column scripts on Celtix Social Media

Managements

In-Depth knowledge of Facebook, Instagram and TikTok

Responding to comments, messages and engaging with followers

Languages

Hindi – fluent in speaking, limited in reading and writing.

Punjabi - fluent in speaking, limited in reading and writing.

Urdu – conversational in speaking

Leadership

Served on BFDC E-Board

Business Manager

Produced Podcasts for FCTV