

Preeti Khanna

Digital Media Production

Contact

2320 Bluegill Ct
Saint Augustine, FL 32092
904-827-3320
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Education

Bachelor of Arts in Communication
Graduated May, 2024

Flagler College
Saint Augustine, FL

Relevant Coursework

Intro to Psych
Psych of Personality
Educational Psych (enrolled)
Human Growth & Development (enrolled)
Statistics (SJR College)
Interned for FCTV
Digital Media Production
Social Media Strategies Visual
Communication

Key Skills

Marketing
Content Creating
Conflict Resolution

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

March 2023- Current

Freelance Content Creator & Visual Media Specialist

Creative and results-driven Mass Communication and Digital Media professional actively engaged in freelance photography, videography, and digital marketing. Currently collaborating on marketing campaigns, capturing dynamic event coverage, and contributing to website creations. Committed to delivering high-quality visual content that enhances brand presence and drives audience engagement.

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.

August 2023- May 2024

Director/Producer • FCTV

Produced Pod Cast (Rough Cut)

March 2023- March 2023

Associate Programmer • Saint Augustine Film Festival

Official Interviewer and part of Welcoming Committee

Effective Communicator
Problem-solving

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, Canva

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

Nami membership