

PAIGE MILLER

PUBLIC RELATIONS/ PRODUCTION COORDINATOR

CONTACT

760-696-6563

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www.millerpaige.com

SKILLS

Media Relations

Content creation

Project management

Written and verbal
communication skills

Problem solving

Strategic thinking

EDUCATION

California State University –
Long Beach

2024

BA in Public Relations

Los Angeles Valley College

2020

AA in Communications

PROFILE

Self-driven, creative, and dedicated professional with a background in coordination across various departments. Skilled at managing multiple projects simultaneously while maintaining attention to detail and delivering high-quality results within tight deadlines. Seeking a challenging role where I can leverage my expertise to contribute to the success of innovative projects and strategic PR initiatives.

EXPERIENCE

Public Relations Coordinator – NBCUniversal

2023- Current

- Coordinated press releases, media alerts, and pitch materials to secure coverage in media outlets
- Cultivated relationships with bloggers and influencers to pitch story ideas and secure media placements
- Assisted in the development and execution of strategic PR campaigns and events
- Conducted media monitoring and analysis to track coverage and sentiment

Production Coordinator – NBCUniversal

2023- Current

- Liaised with clients, vendors, and internal teams to ensure clear communication and alignment on projects
- Assisted in the development and implementation of production plans and schedules
- Facilitated on-set logistics, including set-up, breakdown, and coordination of crew and equipment
- Contributed to the overall success of productions by providing administrative support and troubleshooting problems
- Created a captivating social media video campaign that garnered over a million views across multiple platforms

Lead Bartender – Mulligans Irish Pub – Universal studios Hollywood

2017- Current

- Maintained open communication between management and team members
- Ensured team members adhered to legal and company policy
- Placed liquor orders, retained inventory levels, and conducted full bar inventory