

# JAYLA M. BURTON

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Charleston, SC

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## PERSONAL SUMMARY

Serious minded student always seeking opportunities to serve while furthering my intellectual, civic and social growth. I am extremely dependable and have been entrusted with several roles requiring high levels of responsibility and confidentiality.

## EDUCATION

- **College of Charleston**, Charleston, SC  
B.A. in Communications with a Minor in Project Management

**Expected Graduation – May 2023**

## EXPERIENCES

**TARA INK PUBLIC RELATIONS FIRM**, Miami, FL March 2022 – December 2022 *Intern*

- Created and managed press and media trackers
- Assisted with the writing and sending out of pitches
- Organized and constructed media lists

## COLLEGE OF CHARLESTON, Charleston, SC

**Peer Facilitator** August 2021- Present

- Nominated by former professors to become a Peer Facilitator to mentor new college students
- Create lesson plans, execute class lectures, & lead important discussions
- Help college freshman become adjusted during the transition into college
- Assist students with securing jobs, housing, and keeping up with their studies

**Charleston 40 Tour Guide Association** October 2019- Present *Vice President*

- Selected after multiple in-person interviews and mock tour rounds amongst a competitive applicant pool of 100+ students
- Facilitate in person and virtual parent & student campus tours for groups as large as 60
- Moderate parent & student Q & A during Information Sessions, virtually & in-person

**Center for Sustainable Development** January 2020-May 2021

- Successfully led diversity and inclusion initiatives
- Wrote and published articles for the student-led blog
- Hosted workshops and events for groups as large as 30
- Worked closely with professors and offices on campus to launch projects

**Orientation Intern** April 2020- February 2021

- Assisted the Admissions Office with planning and executing Campus Visit Days
- Provided support to more than 300 incoming students as they acclimated to the College
- Quickly & successfully adapted to leading online virtual orientation sessions

**PALMETTO CAFE, Charleston, SC** April 2021-August 2021 *Hostess*

- Organized and scheduled reservations
- Greeted and communicated customers to ensure they received quality service
- Skillfully managed and controlled crowds

## CERTIFICATIONS & SKILLS:

- Certified Paralegal
- Excellent Verbal and Written Communication
- Photoshop and Canva

## ACTIVITIES:

**Served as a College of Charleston Admissions Student Ambassador** Sept 2019-Present

- Selected amongst 100+ students
- Responsible for hosting high school students during overnight campus visits
- Successfully assist high school students with the college application process

***Served as a member of the College of Charleston Student Honor Board*** Sept 2019-Dec 2020

- Nominated by fellow peers to serve on the student-led Honor Board
- Oversaw student cases & other incidents that occurred on campus
- Entrusted with keeping paramount information confidential
- Deliberated on post-hearing outcomes for students