
ASHLEY RAE HARRITT

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OBJECTIVE

To secure a position as a digital communications specialist where I can utilize my creative vision and strong interpersonal communication skills to develop and execute strategic plans and forge genuine, lasting relationships with my community.

QUALIFICATIONS

- ✓ Experience with Adobe Illustrator, Lightroom, Photoshop, InDesign, and Premiere Pro.
- ✓ Proficient and deliberate with AP Style, including press release and social media writing.
- ✓ Skilled in navigation of social media platforms, including Instagram, Facebook, Twitter, and LinkedIn.
- ✓ Ability to stay organized, prioritize, and communicate through verbal and written words.

SKILLS

- ✓ Microsoft Office
- ✓ Canva
- ✓ Qualtrics
- ✓ Public Speaking
- ✓ Google Apps
- ✓ Hootsuite
- ✓ SurveyMonkey
- ✓ Conversational Spanish
- ✓ WordPress
- ✓ MuckRack
- ✓ SPSS
- ✓ Digital and Film Photography

EXPERIENCE

The City of Lake Forest

Communications and Marketing Intern | *January 2023 - Present*

- Update the City website with the most recent, relevant information to the community.
- Draft press releases and stories for the City's e-newsletter.
- Create social media graphics with pertinent captions and help produce YouTube videos.

Titan Student Recreation Center

Rock Wall Climbing Attendant | *August 2021 - January 2023*

- Greet and assist guests with questions, and plan monthly rock wall events.
- Design, set and grade new climbing routes based on difficulty and challenges.
- Conduct safety checks on equipment, belay, motivate and coach climbers to meet goals.

Nordstrom Rack

Logistics Processor | *November 2020 - May 2021; November 2021 - December 2021*

- Fulfill online orders by selecting and packaging in the store during the holidays.
- Dedicate early mornings and late nights to ensure on-time orders; was re-hired seasonally.
- Regulate shipping systems and utilize OneFill app software.

Fairmont Private Schools

Summer Camp Counselor for children ages 4 to 13 | *June 2021 - August 2021*

- Organize and lead art projects, cooking, science experiments, sports, songs and games.
- Enforce simple rules to facilitate social growth and motivate learning in a fun environment.
- Build relationships with parents and perform daily administrative duties in front office.

ACHIEVEMENTS

NCAA Division 1 Student-Athlete

Cal State Fullerton: Women's Track and Field, Pole Vault | *August 2020 - May 2023*

- Balance 12-15 hours of training per week each semester, plus time spent in competition, meetings with coaches, recovery, sport psych sessions, and other team activities.

Two-Time National Pole Vault Summit Competitor Unattached | 2022, 2023

Public Relations Student Society of America (PRSSA) Member | 2022, 2023

Seal of Biliteracy Spanish | May 2020

EDUCATION

Fall 2020 - Spring 2023 | California State University, Fullerton

Bachelor of Arts - Communications, Public Relations Concentration

Fall 2016 - Spring 2020 | Foothill High School

Honors, International Baccalaureate Diploma
