

Raquel Romo

raquel.romo@icloud.com | (203) 609-1956 | New Canaan, CT

Education

Bachelor of Arts Journalism & Spanish, **Elon University** - Elon, NC

May 2023

Relevant Courses: Web and Mobile Communications, Creating Multimedia Content, Media Writing, Text Culture Media, Television News Reporting, Photojournalism, Broadcast News Writing

Study Abroad **CIEE**: Seville, Spain; Communications, New Media & Journalism

Spring 2022

Skills

Native Spanish Speaker (Bilingual in English & Spanish), Broadcast News Writing; Adobe Creative Cloud; Adobe Premiere Pro; Adobe Illustrator; Adobe Photoshop; Microsoft Word, Microsoft Excel, Negotiate effectively leveraging strong communication and interpersonal skills, Verbal & Written Communication, Market research, Campaign Management, Organization skills.

Work Experience

Recruitment Consultant, Phaidon International, Manhattan, NY

08/2023- 02/2024

- Conducted comprehensive candidate interviews using behavioral, competency-based, and situational questioning to assess qualifications, skills, and cultural fit.
- Engaged and communicated effectively with clients, understanding their hiring needs, providing updates on recruitment progress, and offering strategic advice to meet their objectives.
- Proficient in negotiating job offers, compensation packages, and terms of employment with candidates, ensuring a win-win outcome while meeting both client and candidate expectations.

Student Caller, Elon University - Elon, NC

09/2022 - 02/2023

- Managed customer calls effectively and efficiently in a complex, fast-paced, and challenging call center environment.
- Demonstrated exceptional customer service skills in welcoming and assisting clients.

Student Ambassador, CIEE - Elon, NC

09/2022 - 05/2023

- Actively addressed university stakeholders and prospective students inquiries and offered insights to provide an enriching experience and facilitate informed decision making.
- Mentored students to increase interest in the program and help engage in campus life.
- Distributed mail, filed documents, and answered telephone calls.

Communications Experience

Production Assistant Intern, Susie Films – Charlotte, NC

01/2023 - 05/2023

- Conducting thorough company research and crafting comprehensive research proposals.
- Created engaging digital multimedia content to catch the attention of clients.
- Created and distributed blog posts and press releases on social media and traditional news outlets.

Reporter, Elon News Network - Elon University, Elon, NC

09/22 - 05/2023

- Conducted interviews with faculty, staff, and residents of Alamance County to explore issues related to Elon University, gaining valuable insights into off campus residence life.
- Created feature pieces celebrating Hispanic faculty members during Spanish heritage months highlighting their contributions to the university community.
- Translated multiple pieces of content in Spanish, facilitating effective communication and inclusivity by bridging language barriers.

Social Media Intern, William Ravies Real Estate Inc. - New Canaan, CT

05/2021 - 08/2021

- Assisted team with various marketing projects that would engage new leads and potential clients.
- Produced engaging multimedia content on social media platforms to captivate clients and drive audience engagement.
- Analyzed trends in social media posts and followers to maximize views.

Affiliations

El Centro (Elon University's center which advocates for Latino/Hispanic culture); Catholic Campus Ministry; Tri Delta Chapter; Waveny Care Center, New Covenant Center.

