

ANDREA GILS

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Educational Background

- **Southeast Missouri State University- Missouri, USA**
(Fall 2011 to present)

ACEJMC- accredited program in mass communication

CEPR- certified program in public relations

B.S. Mass Communication: Public Relations

B.A. Mass Communication: Journalism

Minor: Psychological Services

Jane Stephens Honors Program- Phi Eta Sigma honor society

4.0 GPA- Dean's List Fall 2011, Spring 2012, and Fall 2012.

- **Dickens Institute - Montevideo, Uruguay (2009-2010)**

Teaching English to Speakers of Other Languages (TESOL)

Certificate course

- **CEI Institute - Maldonado, Uruguay (2009)**

Public Relations and Event Organization Course

Employment History

- **Public Relations Intern- University of Missouri Extension Small Business Technology & Development Center of Southeast Missouri.** (Spring 2013 to present)

- **President-elect 2012-2013- Public Relations Student Society of America, Southeast Chapter**

- **Firm Director and Account Executive of Riverfront PR Student-run firm** (Fall 2012 to present)

Duties:

- create company's mission statement and values
- research of clients and competitors
- recruited 100% of staff and clients
- motivate, lead, evaluate and retain members
- oversee and maintain communications with clients, professional advisors, account executives, staff and PRSSA chapter
- plan campaigns

- **Copy Editor and staff writer at Arrow newspaper**
(Fall 2012 to present)

Southeast Missouri State University- Missouri, USA

- **English Department Headmaster's assistant and coaching teacher** for 3rd grade students (2010-2011)

Escuela Integral Hebreo Uruguay- Instituto Ariel Hebreo Uruguayo (EIHU-IAHU)- Montevideo, Uruguay

- **English teacher- middle school and high school levels**
(2009-2010)

Pinares del Este school- Maldonado, Uruguay

- **Secretary of youth political organization: Lista 523**
during primary and presidential elections- Maldonado,
Uruguay (2008-2009)

Duties:

- created logo for Lista 523
- managed media: Facebook account, press
- planned fundraising events
- planned and hosted a weekly radio program
- persuaded potential voters

Awards and international certifications

- **PRSSA National Conference 2012 Grant**
- **Certificate in TESOL - Certified by Trinity College**
London- London, UK
- **Integrated Skills Exam- Level 4 (ISE IV) - Certified by**
Trinity College London- London, UK
- **Certificate of Proficiency in English (CPE) - Certified by**
Cambridge University - London, UK
- **Bilingual International Baccalaureate Diploma -**
Certified by International Baccalaureate Organisation
(IBO)- Switzerland
- **Certificado de Proficiencia em Lingua Portuguesa para**
Extraneiros (CELPE- BRAS)- Certified by Universidade
de Caxias do Sul- Caxias, Brasil

Skills and software proficiency

- Social media
- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator
- Microsoft Office
- Leadership
- Designing
- Multi-tasking
- Meeting deadlines
- Management and organization
- Public Speaking
- Associated Press Style
- Copy editing
- Creative writing

Languages

- ◊ Excellent oral and written management of English,
Portuguese and Spanish
- ◊ Basic conversational skills in Italian.

Traveling Experience

- ◊ 7 U.S. states
- ◊ Uruguay, Argentina, Brazil, Paraguay, Chile,
France, Germany, Spain, Holland

References

- **Dr. Susan Gonders**
Professor of Mass Media and adviser
- Southeast Missouri State University
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- **Ms. Cecilia Perazzo**
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