

# Jillian Grace Toyad

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## EDUCATIONAL BACKGROUND

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**Taylors University College**, Subang Jaya, Selangor, Malaysia

*American Degree Transfer Programme*, April 2009

Major: *Mass Communication*

Modules: *English Composition I, Principles of Public Relations, Advertising, Interpersonal Communication, Business Communication, Effective Public Communication.*

Participation: *Writer for Flipside Newsletter*

**Marquette University**, Milwaukee, WI

Bachelor of Arts Degree in Public Relations with a minor in Marketing, May 2012

Modules: *Introduction to Communication, Contemporary Presentation, Introduction to Visual Communication, Strategic/ADPR Research, Media Writing, Organizational Communication, Introduction to Marketing, Media in Society.*

## LANGUAGE SKILLS

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English : Written and spoken.  
*GCE O-Level English (Grade A1), TOEFL (Test Of English as a Foreign Language): 116/120*

Bahasa Melayu : Written and spoken.

## WORK EXPERIENCE

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**GoldinPR (Student-run Public Relations firm), Milwaukee, WI • Jan 2011 – Present**

*Account Executive-Blue Team*

- Prepare publicity material for clients: press release, news brief, flyers, table tents
- Design brochures and event programs
- Use social media to promote client and client's events
- *Clients include:* Knight of Columbus Marquette Chapter, Best Buddies Marquette Chapter, Marquette Club Football

**Priority Communications, Intern**

**Kuala Lumpur, Malaysia • Oct- Dec 2009**

- Assist in planning and executing client events
- Write, pack and send out press releases
- Compile monthly clippings from magazines and newspapers and calculate PR value for clients
- *Clients include:* Montblanc, M.A.C (Make-up), Philip Morris, Burberry, Bernard Chandran (Fashion Designer), Nike

**Rather Peculiar Theatre, Stage Manager**

**Kuala Lumpur, Malaysia • Feb – Apr 2008**

- *Production Name: RACE*
- Organizes, co-ordinates and supervises rehearsals and performances
- Liaises between directors and technical staff

**The Edge, Personal Assistant/Writer**

**Kuala Lumpur, Malaysia • Aug 2007**

- Write for a small section called "Daily Planner" and "Weekly Planner"
- Find out events that are happening throughout the week i.e. performances by local artists/bands, art exhibitions, theatre performances

## COMPUTER SKILLS

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Experienced in using Adobe Photoshop and Adobe InDesign.

Completed a *Computer Concepts & Applications* course with Taylors University College (May – July 2007)