

# Jorge De La Garza

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- SUMMARY:**
- More than two years of public affairs experience including team projects, web design, media relations, and coordination company projects.
  - Proficiency in MS Office, Photoshop, Illustrator, video editing, HTML, Dreamweaver, some Flash, and more
  - Knowledge of ethics
  - Prepared for media convergence

**EDUCATION:** **Bachelor of Arts in Communication, May 2008, University of Houston - Clear Lake, Houston, Texas**  
Starting Master of Instructional Technology, Fall 2008

**EXPERIENCE:** **Public Affairs Coordinator, H-E-B, Houston, Texas, Jan 2007 to present**

- Organized design and logistics to create a state wide online volunteer activity capturing Web site.
- Graphic design for online content
- Presented presentations in front of small and large groups
- Produced video and photography for events
- Coordinated internal and external communications, meetings and conference calls.
- Provided support for special project logistics
- Assessed importance of media calls for appropriate responses and appropriate corporate spokesperson.
- Attended events, meetings, civic functions representing H-E-B

**Editor, Bayosphere, University of Houston – Clear Lake, Houston, Texas, January 2008 to Present**

- Managed a staff of twelve, copy editors, designers and photographers
- Publicized articles and editorials for the paper
- Copy edited all staff work and entries

**Reporter/Videographer, The Signal, University of Houston – Clear Lake, Houston, Texas, January 2008 to Present**

- Copy editing and publicized articles and editorials
- Produced online video broadcast
- Interviewed contributors

**ACTIVITIES/**

- Member, Communication Association, 2008

**AWARDS:**

- Editor, Texas State Teacher Association, 2008

- Member, National Society of Leadership and Success, 2007-2008

