

Monique Mata-Bonilla

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I am a confident multifaceted communicator who seeks to foster meaningful relationships, proactively take on challenges and stretch myself to chase a bigger dream.

EDUCATION - University of Wisconsin-Stevens Point, Bachelor of Science, Communication with a Public Relation emphasis

EXPERIENCE

Pulse Movement

Sept. 2020 – Current

Development Intern

- Assist the Development supervisor with Donor Relation tasks, actively use Salesforce in organizing donor account profiles.
- Manage the Pulse Intern website, create and expand blog posts for the intern cohort. Remain in constant communication with the interns to update personal pages, posts and photos.
- Facilitate and organize the intern cohort fundraiser letters to reach a broader donor audience.
- Implement self-discipline tactics to organize weekly tasks and events, while attending multiple meetings.
- Participate in weekly discipleship training, chapel sessions and evangelism.

UWSP, University Centers

Dec. 2017 – May 2020

Student Marketing Manager

- Used project management skills to coordinate 100+ projects per semester, processed requests, developed project templates, scheduled timelines, assigned work, analyzed reports and communicated between clients and the creative team.
- Paid close attention to detail and accuracy to review/edit/approve 300+ online and print projects through research and support to meet deadlines.
- Applied strong analytical, creative and written styles in producing presentations, digital graphics, blogs, social media posts, calendars, campaigns and other content-based tasks for a variety of multiple communication channels.
- Adapted to multiple roles and situations to produce effective results. Utilized strong organizational skills in coordinating the hiring process for 16+ employees.

VAMP UK, London Social Marketing Agency

Sept. 2019 – Dec. 2019

Public Relations & Influencer Intern

- Created briefs, pitch deck presentations, project summaries (coverage reports), extensive press/influencer lists for both internal and external partners.
- Point of contact for outside vendors when handling events. Handled client confidential information and made important decisions when supervisors were out of the office.
- Worked deadline to deadline by utilizing organizational and administrative skills to accomplish multiple tasks.
- Collaborated with Sony and Warner Brothers. Developed effective meeting notes that distributed tasks for each individual to maintain personal deadlines.
- Helped plan campaigns and assisted supervisors with on-site execution for exclusive screening events for the following films in the UK: *Black and Blue (2019)*, *21 Bridges (2019)*, *Queen and Slim (2019)*, *Bad Boys for Life (2020)* and *The Grudge (2020)*.
- Took part in tactical influencer management, long-term/short-term goal meetings with 6 UK influencers, created and updated their personal pitch decks to send to brands: *Boohoo*, *Too Faced*, *Nike*, etc.

OTHER

- Imaginarium Comic Con, *Star Signing Assistant Manager*
- Cru, *UWSP Student Emcee*
- Distinctly Yours Wedding & Events, *Assistant Coordinator*
- Walt Disney World, *Ice Cream Parlor Cast Member*

SKILLS

- MAC and PC, Microsoft Office Suite, Adobe Creative Suite, Wordpress
- Online Project Management Systems (Wrike, Trello, ClickUp)
- Administrative and Office Coordination