

Princess Miller

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EDUCATION

Agnes Scott College
Bachelor of Arts

Decatur, Georgia
May 2022

EXPERIENCE

Special Programs Coordinator

Clayton County Board of Commissioners

Jonesboro, Georgia

March 2024 - Present

- Plan, coordinate, and implement diverse community programs aimed at serving a wide range of populations and needs.
- Oversee program logistics, scheduling, and execution to ensure high-quality delivery and participant satisfaction.
- Build and maintain relationships with community organizations, stakeholders, and vendors to enhance program reach and effectiveness.
- Lead teams of staff and volunteers, ensuring smooth operations, adherence to safety protocols, and compliance with local regulations.
- Monitor program performance and identify opportunities for improvement, innovation, and growth.

Bookkeeper

Eddie Frank Miller Trucking

McDonough, Georgia

August 2022 - March 2024

- Support financial management by maintaining accurate records and processing financial transactions.
- Assist with market research and data collection to support project planning and business decisions.
- Review and update communication materials to ensure clarity and accuracy.

Cashier

Grindhouse Killer Burgers

Decatur, Georgia

October 2019 - August 2022

- Provided exceptional customer service, ensuring efficient transaction handling in a fast-paced environment.
- Maintained accuracy in cash, credit, and check transactions while upholding high service standards.

Communications Intern

Beazer Homes

Atlanta, Georgia

February - July 2022

- Assisted in enhancing and maintaining digital communication platforms to align with business objectives.
- Managed editorial calendars for internal communication initiatives, ensuring timely content delivery.
- Created engaging blog posts and managed content for LinkedIn to showcase company news, culture, and partnerships.

SKILLS

- **Software:** Microsoft Office Suite (Excel, Word, PowerPoint), Final Cut Pro, Audacity, Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- **Communication:** Strong written and verbal communication skills, social media management, content creation
- **Project Management:** Event planning, scheduling, coordination, data analysis, team collaboration