

Jada Stephens

EDUCATION

Florida Agricultural and Mechanical University, Aug '22 - Present
School of Journalism and Graphic Communications

Bachelor of Science in Public Relations Tallahassee, FL
• CGPA: 3.9/4.0

Eastern Florida State College Aug '20 - May '24
Associate of Arts Cocoa, FL

• CGPA: 4.0/4.0

Job Experience

Target Jul '26 - Present

Executive Team Lead (ETL), Incoming Orlando, FL

- Will lead internal communication across teams by delivering clear expectations, performance feedback, and daily briefings to team members.
- Will support hiring, onboarding, and training through consistent messaging that reinforces company culture and employee engagement.
- Will analyze workforce data and translate insights into actionable communication strategies that improve productivity and alignment.

Target Jun '25 - Jul '25

HR Executive Team Lead Intern Orlando, FL

- Supported recruitment communications by coordinating interview schedules, candidate follow-ups, and onboarding materials for **150+ applicants**.
- Assisted HR leadership with employee relations by drafting internal messages and supporting clear, professional communication.
- Reviewed staffing metrics and summarized findings to support data-informed decision-making.

Sam's Club Sep '23 - Aug '24

Member Service Specialist Cocoa, FL

- Communicated membership benefits and promotions to customers, supporting retention and sales initiatives.
- Resolved member concerns through clear verbal communication and active listening.
- Collaborated with a **10+ member team** to maintain consistent brand messaging and customer experience.

Organizations

The FAMUAN Aug '25 - Present

Staff Writer Tallahassee, FL

- Writes and reports original news and feature stories through interviews, research, and fact-checking.
- Applies AP Style and journalistic ethics while meeting weekly publication deadlines.
- Pitches story ideas during editorial meetings and collaborate with editors to strengthen storytelling

Journey Magazine Aug '25 - Present

Public Relations Team Member Tallahassee. FL

- Coordinates with the PR team to write and edit press releases promoting magazine initiatives, events, and campus engagement.
- Assists with **event planning and coordination**, supporting logistics, promotion, and on-site execution.
- Supports PR campaigns and social media messaging to increase brand visibility and audience engagement.

Involvement

National Council of Negro Women (NCNW) | Active Member

HER University, Inc. | Active Member

CONTACT

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✉️ onlyyjadaa@gmail.com

📍 Tallahassee, FL

KEY SKILLS & INTERESTS

Soft Skills: Strong communication, conflict resolution, problem-solving, customer service expertise, and sales/promotion capabilities.

Technical Skills: Proficient in Adobe Photoshop, Adobe Premiere Pro, Microsoft Office Suite (Word, Excel, PowerPoint), and Google Workspace applications (Docs, Sheets, Slides)

Interests: Volunteering, writing, graphic design, event planning, and social media marketing

Awards and Achievements

- 2024 FCF Scholarship Recipient
- Dean's List Honoree, 2022–2025