

Takeira S. Nettles

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Detail-oriented communications professional with experience supporting marketing, corporate, and internal communications activities across multi-channel platforms. Skilled in content coordination, publishing workflows, proofreading, and maintaining brand and compliance standards. Proven ability to manage editorial calendars and track deliverables. Strong organizational skills with a commitment to accuracy, deadlines, and continuous learning.

EDUCATION

Bachelor of Science, Journalism, Broadcast

FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY - Expected May 2026

Associate of Arts, Journalism

PENSACOLA STATE COLLEGE - May 2023

KEY SKILLS AND CAPABILITIES

- Multi-Channel Communications Support (Email, Social, Web, Intranet)
- Content Publishing & Workflow Coordination
- Proofreading, Formatting & Version Control
- Editorial Calendars & Campaign Coordination
- Reporting & Performance Tracking
- Brand, Accessibility & Compliance Standards
- Media Monitoring & Issue Escalation
- Vendor & Administrative Support

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- Adobe Creative Cloud (Photoshop, InDesign)
- Content Management Systems (CMS – basic)
- Social Media Platforms
- Salesforce (basic)

PROFESSIONAL EXPERIENCE

Communications Intern | *June 2025 - Present*

Bantucola | Pensacola, FL

- Support execution of multi-channel communications activity contributing content across print, digital, and broadcast platforms.
- Publish and update content in alignment with brand voice, editorial standards, audience guidelines.

- Assist with maintaining editorial calendars, ensuring timely delivery of campaigns and content initiatives.
- Research, write, and proofread content with strong attention to detail, ensuring accuracy, consistency, and proper formatting.
- Coordinate content development processes, including drafting, revisions, and approvals.
- Monitor media channels and audience engagement to support content optimization and awareness.
- Contribute to documentation and workflow organization to improve team efficiency and content tracking.

Fulfillment Center Associate | *June 2024 - Present*

Amazon | Tallahassee, FL

- Operate in a highly structured process driven environment ensuring compliance with strict quality and operational standards.
- Maintain detailed tracking and organization of inventory systems, reinforcing accuracy and documentation discipline.
- Support cross-functional operations, demonstrating adaptability and effective communication across teams.
- Strengthened time management and ability to meet tight deadlines with precision, directly supporting performance metrics.

Sales Associate | *May 2020 - January 2021*

Harris Teeter | Suffolk, VA

- Gained experience in marketing communications by supporting the execution of marketing activities by organizing in-store promotions and events designed to increase foot traffic and drive sales.
- Honed customer relations skills by monitoring customer feedback. Managed conflict resolution with a calm, professional demeanor, ensuring a positive brand experience and improving customer retention rates.
- Developed strong rapport with customers by providing personalized and welcoming service, creating a positive impression of the business.

Front Office Coordinator | *February 2020 - July 2020*

Funville Playground & Cafe | Chesapeake, VA

- Streamlined communication pathways between departments to enhance operational efficiency and ensure a cohesive guest experience.
- Acted as the first point of contact, managing guest inquiries and resolving issues promptly to maintain a positive brand impression and boost satisfaction.
- Contributed to process improvements by helping to streamline the checkout process, which reduced wait times and increased guest satisfaction.