

Dranae Clark

Atl, GA USA | clarkdranae@yahoo.com | [Creative Portfolio](#)

EDUCATION

Georgia Southern University
Bachelor of Science: Chemistry

Statesboro, GA
August 2019

PROFESSIONAL EXPERIENCE

Atlanta's First Agency

Wholesale Trade Show Model

Atlanta, GA
December 2021-Present

- Upsell Textiles
- Assist Clients at Checkout
- Help Teammates Navigate Sales
- Build Rapport with Potential Buyers
- Study Show Materials from Vendors to Learn Layouts
- Record Confidential Information for Order Processing

Franklin Dental & Braces

Patient Coordinator

Smyrna, GA
February 2021-July 2021

- Phone correspondence
- Facilitate up to (4) schedules a day
- Abiding by HIPAA Laws to Identify Patients
- Accepting Payments while Navigating Company Portal
- Solve Discrepancies while maintaining company standards and policies

PROFESSIONAL PROJECTS

Sky@Twelve Media Group

Public Relations Intern

Remote
August 2021-December 2021

- Social Media Copywriter
- Secure Interviews for Clients
- Abide by VIP Client Deadlines
- Draft Templates for Social Media
- Develop Event Recaps for E-Blast
- Schedule Meetings and Interviews
- Weekly Meetings Discussing Goals
- Record Behind-the-Scenes Footage at Events

LEADERSHIP EXPERIENCE

Rae The Mogul

Brand Developer/Independent Contractor

Remote
February 2020-Present

- Manage Calendars (3)
- Incorporate AI Tools
- Social Media Copywriter
- Review Products on Camera
- Created logos for Clients (6)
- Manage Social Media Interactions
- Draft Social Media Templates/Kits
- Travel via Plane to Fulfill Client Bookings
- Regularly Update Brands on Consumption

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