

Claire Clark

Alpharetta, Georgia
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EDUCATION

Louisiana State University (LSU), Baton Rouge, LA

May 2026

Bachelor of Arts, in Mass Communication

GPA: 3.54

Minor: *Business Administration*

Related Coursework: Mass Media, Media Writing, Principles of Marketing, Introduction to Public Relations, Argumentation and Debate.

EXPERIENCE

Insurance Intern

May 2025 – August 2025

Surety Bond Girls LLC, Alpharetta, Georgia

- Maintained and updated client files and policy records in the company database, improving data accuracy and accessibility for the underwriting team.
- Communicated directly with clients and agents to gather necessary information, clarify policy details, and provide updates, enhancing customer service and support.
- Assisted senior underwriters in preparing and issuing surety bonds, demonstrating a foundational understanding of contract and bonding processes.

Quality Systems Intern

June 2024 – September 2024

MiMedx Group, Marietta, Georgia

- Assisted in the documentation and processing of Technical Use Reports (TUR) cards for tracking product performance and quality metrics.
- Accurately entered data from TUR cards into the Quality Management System (QMS), ensuring proper record keeping and compliance with regulatory requirements.
- Ensured the accuracy and completeness of TUR card information, contributing to the integrity of the company's quality control processes.

Social Media Intern

April 2023 – August 2023

Surety Bond Girls LLC, Alpharetta, Georgia

- Managed community engagement and client inquiries, utilizing professional brand voice to strengthen brand recognition and client trust within the community.
- Analyzed weekly performance metrics through Excel to identify trends and provide data-driven recommendations for monthly marketing strategy meetings.
- Designed content using Canva and Adobe Creative Suite for social media and internal communications.

SKILLS & CERTIFICATIONS

Technical Tools: Adobe Creative Suite, Canva, Microsoft Office Suite, CRM & QMS Systems, Social Media Analytics.

Core Competencies: Media Writing, Content Development, Regulatory Compliance, Strategic Planning, Technical Documentation, Data Entry and Analysis.

Certifications: Google AI Essentials, Microsoft & LinkedIn Generative AI, IBM Intro to AI, Muck Rack (Media Relations, Social Media, and Generative Engine Optimization), HubSpot (Content Marketing and Social Media)

INVOLVEMENT

Member, Alpha Phi Delta Tau Chapter; Member, PRSSA; Member, Tigers Joined for Hope; Volunteer, Habitat for Humanity