

**Mia Riley Valentina Deen**  
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## PROFESSIONAL SUMMARY

Dedicated Navy veteran with four years of executive administrative assistant experience and a proven track record in managing dynamic, high-pressure environments. Earned 4 promotions and excelled as a leader. Skilled in communication, organization, and problem-solving, with hands-on experience in social media and affiliate marketing from two internships. Adept with tools like Canva, Google Analytics, Trello, Word, and Excel, and currently pursuing a Bachelor's Degree in Communication at UC San Diego. Actively seeking a career in digital marketing, where I can combine my creative skills and operational expertise to make a meaningful impact.

## EDUCATION

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**University of California, San Diego | Sixth College** Bachelor of Arts in Communication, Minor in Marketing - Expected 2028

- **Certificates:** Business Administration Computer Applications, Clerical Procedures Word Processing, American Red Cross Certification: Adult CPR/AED, Department of Defense (DOD) Cyber Awareness Challenge

## WORK EXPERIENCE

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**Department of Defense, United States Navy** - Multiple Locations 2020 - Present  
Engineering and Reactor Department Administrative Assistant

- 4 years of experience in working with classified material and providing administrative oversight for 3 departments totaling over 800 individuals in foreign and domestic locations.
- Personally reviewed and managed over 1,470 performance evaluations and 535 awards for various levels of leadership.
- Provided in person training to 50 personnel specialists and administrative assistants on how to effectively support the Navy in their specific areas of expertise. Experience training and supervising individuals on career development.

**Snoice** - San Diego CA 2025-Present  
Marketing & Community Engagement Intern

- Designed and distributed newsletters to update customers on promotions, events, and new offerings. Produced creative and compelling visual content to highlight products and community involvement.
- Developed and executed SMS campaigns to connect with customers and drive traffic to the shop.
- Partnered with local influencers to build relationships and encourage collaborations with Snoice.

**The Optimus Consultant Group**, San Diego CA 2024 - 2025  
Sales & Marketing Intern

- Utilized Google Analytics to track website traffic and campaign performance, analyzing data to refine content strategies and improve audience engagement.
- Oversaw daily social media account activities, including scheduling posts, interacting with followers, and analyzing engagement metrics.
- Created tailored content highlighting local real estate markets, showcasing properties and sharing insights to engage both buyers and sellers.

## TECHNICAL SKILLS AND AWARDS

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**Awards:** Navy Achievement Medal 2024, Good Conduct Medal Active 2024, Sea Service Deployment Ribbon 2024, Flag Letter of Commendation 2022, Meritorious Unit Commendation 2022, National Defense Service Medal 2020.