

Grace Rodriguez

Houston, Texas | 832.800.8283 | grace.e.rodriguez17@gmail.com | [Portfolio Link](#)

Experience

Memorial Hermann Health System | Internal/External Communications Intern | June 2025 - Present

- Write press releases
- Help with communications plans for campaigns
- Pitch physicians and surgeons to local news stations
- Assist with coordinating town halls
- Coordinate media placements on local news stations
- Conduct interviews with company employees

University of Houston | Athletics Communications Intern | February 2023 - Present

- Assists with day-to-day office duties for all Houston Athletics sports programs
- Updates game notes and flip cards on Adobe InDesign
- Conducts historical research for media guides and special projects
- NCAA Live Stats Inputter for women's volleyball
- ESPN+ timeout coordinator for women's basketball
- Writes game recaps
- Updates student-athlete bio's, schedules, galleries on SIDEARM Sports
- Transcribes student-athletes and head coaches' press conferences
- Assists with social media accounts for volleyball, men's basketball, women's basketball, baseball, football and swimming & diving
- Experience with various sports such as: Volleyball, Basketball, Women's Basketball, Baseball, Football and Swim & Dive
- Photo labeling

Internal/External Communications Assistant | UH MARCOM office | August 2024 – May 2025

- Search for articles to put in school newsletter
- Build newsletters in BeFree, linking news articles and events
- Create campaign on SendIt
- Updating the "Around Campus" news, updating "In The News" and the events page
- Conduct interviews
- Transcribe quotes
- Assist in publishing articles
- Write articles for UH newsroom

Education

University of Houston

Major: Journalism

Minor: Marketing

Expected Graduation: May 2026