

# Raymond Puentes

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## SUMMARY

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Creative and detail-oriented communications professional with a strong foundation in content development, project coordination, and social media strategy. Proven success in leading cross-functional teams, managing digital assets, producing compelling research and media, and driving audience engagement. Adept at transforming complex information into accessible narratives across platforms. Passionate about delivering results in mission-driven environments through strategic storytelling and innovative design.

## WORK EXPERIENCE

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**Autran Group**  
*Junior Partner*

**Jun 2025 – Present**  
*Miami, FL*

- Oversaw editorial strategy and quality control for 3–5 monthly geopolitical publications.
- Recruited and mentored interns, increasing department capacity by 30%.
- Managed internal communications to boost project execution efficiency by 15%.
- Collaborated on high-level research and contributed to business development.

**Pan Am 103 Lockerbie Legacy Foundation**  
*Content Manager & Administrative Assistant*

**Oct 2024 – Jul 2025**  
*Miami, FL*

- Edited over 10 hours of documentary footage for the Legacy Story project.
- Managed contact databases (5,000+ records) and restructured digital assets for 100+ TB.
- Designed streamlined file systems to improve asset retrieval and project tracking.
- Processed payroll for a team of 10+ employees and maintained daily operational workflows.

**Autran Group**  
*Lead Analyst | Middle Eastern Affairs*

**Aug 2024 – Jun 2025**  
*Miami, FL*

- Conducted in-depth research and analysis on political, economic, and security developments in the Middle East.
- Monitored and assessed regional trends, conflicts, and policy changes impacting global markets and international relations.
- Assisted in providing strategic insights and risk assessments for clients, including government agencies, corporations, and NGOs.
- Produced reports, briefings, and presentations on geopolitical dynamics and emerging threats in the region.

**Kelly Education**  
*Substitute Teacher*

**Feb 2024 – Oct 2024**  
*Miami, FL*

- Provided dynamic and engaging instruction across 3-5 subjects, ensuring continuity and a positive learning environment.
- Tailored teaching strategies to meet the unique needs of students from Pre-K to high school throughout Miami-Dade County.

**Florida International University**  
*Author | FIU Undergraduate Research Journal*

**May 2023 – May 2024**  
*Miami, FL*

- Published an academic study on the influence of Roman urbanization on cultural identity.
- Reached a university-wide audience of 10,000+ students and faculty members, and contributed to interdisciplinary discourse.

**Pan Am 103 Lockerbie Legacy Foundation**  
*Archives Digitization Assistant*

**Oct 2022 – Aug 2023**  
*Miami, FL*

- Digitized 2,000+ historical items and applied metadata standards for accessibility.
- Ensured quality control across all archival projects for long-term research use.
- Implemented a robust metadata schema for 500+ digitized assets to enhance accessibility for research and education.

Florida International University

Psychology Research Assistant

May 2022 – Aug 2022

Miami, FL

- Conducted in-depth research on memory retention in over 50 simulated criminal cases, collaborating directly with a prominent legal psychologist to analyze critical cognitive factors.
- Conducted structured interrogations with Spanish-speaking participants, meticulously collecting qualitative data while adhering to strict ethical research guidelines.
- Coordinated the analysis of data collected from over 100 participants, meticulously documenting key behavioral observations at FIU's TRIIAD Lab..

Self-Employed

Freelance Designer & Video Editor

Jan 2021 – Jan 2022

Miami, FL

- Conceptualized and designed visually compelling graphics, logos, and marketing materials tailored to client needs.
- Edited and produced high-quality videos, including promotional content and creative projects.
- Utilized Adobe Creative Suite to enhance visual appeal and maintain brand consistency.
- Collaborated with clients to develop creative solutions that align with their vision and business objectives.

EDUCATION

Florida International University

MS in Global Strategic Communications

2026

Miami, FL

Florida International University

BA in Psychology, Minor in History

2024

Miami, FL

SKILLS

- Strong Communicator
- Organization & Time Management
- Content Creation & Strategy
- Project Coordination & Workflow Optimization
- Digital & Social Media Marketing
- Video Editing & Graphic Design (Adobe Suite)
- Research & Data Analysis (Quantitative + Qualitative)
- Copywriting & Editorial Oversight
- Content Management Systems (WordPress)
- Generative AI Tools (ChatGPT, MidJourney, DALL·E)
- CRM & Database Management (Google Suite, QuickBooks)