

Raymond Puentes

puentesraymond2756@gmail.com | (786) 663-0916 | Miami, FL

SUMMARY

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

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)