Carla M. Caal

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Professional Summary

Bilingual (English/Spanish) Communications student at California State University, Fullerton, with hands-on experience in professional writing, content production, project coordination, and stakeholder communication. Proven ability to manage high-volume workloads, maintain detailed records, and support leadership across complex, deadline-driven environments. Proficient in Adobe Suite and Microsoft Office with a strong foundation in public relations, digital content, and community engagement. Seeking to contribute organizational expertise and communications skills to an iconic sports and events institution while gaining real-world experience in PR strategy, media relations, and event support.

Education & Certifications

Pasadena City College | Pasadena, Ca

Associate in Science in Business Administration January 2021

California State University, Fullerton | Fullerton, CA

Bachelor of Arts in Communications, Public Relations January 2026

Pasadena City College | Pasadena, Ca

Paralegal Certificate September 2023

Experience

Giragossian Law, Inc. | Pasadena, CA

Paralegal / Office Manager January 2022 - Present

- Managed a high-volume workload of over 80 active matters simultaneously, demonstrating the organizational rigor and deadline discipline required.
- Designed and implemented a team-wide task-tracking and records management system, demonstrating the ability to build and maintain organized digital archives across multiple concurrent projects and stakeholders.
- Produced a wide range of professional written materials under tight deadlines—including correspondence, memos, complaints, discovery responses and client-facing documents—directly applicable to drafting press releases, newsletters, event recaps, and website copy.
- Coordinated pre-event logistics and preparation for complex proceedings, managing materials, timelines, and stakeholder communication.
- Provided real-time on-site support during live proceedings, maintaining professionalism & responsiveness under pressure to prevent delays & ensure seamless event-day communications
- Tracked expenditures, managed compliance timelines, and maintained detailed reporting across multiple accounts.
- Collaborated with external partners, community contacts, and internal leadership to manage multi-step workflows .

Skills & Technical

Tech Skills: Advanced proficiency in Microsoft Office Suite, DocuSign, Salesforce, Clio, QuickBooks, Adobe Suite, Infotrack, One Legal

Language Skills: Fluent in English and Spanish, both written and spoken

Essential Skills: Detail-oriented, highly motivated communicator with a strong work ethic, professional demeanor, and the adaptability to support senior leadership across diverse PR and communications functions.

Communication: Skilled written and verbal communicator with experience producing professional content across multiple formats; comfortable engaging with clients, vendors, media contacts, and senior stakeholders.
Collaboration: Proven ability to work effectively within cross-functional teams, build professional relationships, and contribute meaningfully across a range of roles and projects.
Organization: Skilled at managing multiple priorities simultaneously, maintaining accuracy and structure across complex, high-volume workflows in dynamic environments.
Project Experience: Experienced taking projects from concept through delivery—tracking milestones, coordinating stakeholders, and meeting deadlines—applicable to managing campaigns, event recaps, newsletters, and annual reports.
Tech Adaptability: Proficient in Adobe Suite and Microsoft Office; quick to learn new platforms with experience applying digital tools to content creation, graphic design support, and communications materials production.