

Maryn L. Quinton

marynquinton3@gmail.com | Tallahassee, FL | (202)-905-7091 | [LinkedIn](#)

EDUCATION

Bachelor of Science in Public Relations

Jun '26

Florida Agricultural And Mechanical University

Tallahassee, FL

GPA: 3.5

Skills

Analytical & Operational: Internal Quality Control | Data Analysis & Insight Synthesis | Budgeting & Resource Allocation | Risk Assessment & Mitigation | Strategic Planning & Execution | Business Development | Data-to-Decision Translation | Policy & Market Research | Financial Planning & Budget Oversight

Technical: Excel (pivot tables, budget tracking) | Google Sheets | Airtable | PowerPoint | Canva | Adobe Creative Suite | Qualtrics (survey design & analysis) | Python (foundational; in progress)

WORK & LEADERSHIP EXPERIENCE

Director of Internal Quality Control & Business Development

Jan '23 - Present

3-D Communications, Inc.

Remote

- Oversee internal quality control for federally funded programs, reviewing six-figure expense activity to ensure source documentation accuracy and audit readiness, mitigating the risk of fund disallowance or repayment
- Implement follow-up and tracking processes to resolve invoice discrepancies and compliance gaps, reducing delays and strengthening internal financial controls
- Conduct preliminary due diligence on new service delivery and revenue opportunities, evaluating feasibility, compliance risk, and operational barriers prior to expansion
- Support business development planning by identifying opportunities to expand community service sites and increase program income for a growing organization

Intern, Policy & Analytics

May '25 - Sep '25

American Petroleum Institute

Washington, D.C.

- Analyzed 20+ congressional hearings to identify emerging regulatory and legislative risks across energy, health, and workforce sectors
- Produced weekly policy briefs translating legislative activity into actionable insights, aligned with organizational priorities
- Supported policy communications reaching 200K+ readers by translating complex energy issues for non-technical audiences

Lead, Operations & Communications

May '24 - Sep '25

Journey Magazine

Tallahassee, FL

- Analyzed audience engagement data to guide editorial and event strategy under resource constraints
- Executed a large-scale magazine release event and five+ campus events, overseeing vendors, logistics, and stakeholder coordination
- Directed communications for high-visibility events and sensitive coverage, ensuring message accuracy and reputational control

Intern, Athletics Communications

Dec '23 - Jan '25

- Supported communications and operations for Division I athletic programs, assisting with media coordination, content preparation, and live event execution
- Maintained tracking logs for media coverage and engagement across Division I athletic events to support post-event reporting and communications planning
- Assisted with game-day logistics and information flow between communications staff, athletic personnel, and external media stakeholders
- Contributed to internal documentation and reporting used to support branding consistency, sponsorship visibility, and program operations

Relevant Coursework

Principles of Economics | Social Media & Data Analytics | Public Relations Research & Strategy | Principles of Marketing | Integrated Marketing Communications | Entrepreneurship & Innovation

Organizations & Honors

- Delta Sigma Theta Sorority, Inc. — Initiated Spring 2024
- Competitive Fellowships & Scholars: FAMU Graduate Feeder Scholar; FAMU Gulf Scholar; FAMU Climate Policy Fellow; Teach For America Fellow; The BLVD Fellow, SaNDAI Global Fellow
- Scholarships & Awards: Winning Foundation Scholarship; I Heart Scholarship; American Passport Award
- Journalism & Service: Staff Writer, The Famuan