

# ROBERT SMITH

## Public Relations Agent

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Creative professional with extensive project experience from concept to development. I'm hard working reliable dedicated individual who can also work great as a team and enjoys working hands on. My experience and talents range from construction, landscaping, production work, and also public relations.

### EXPERIENCE

#### Public Relations Agent

##### ABC Corporation - MAY 2005 - JANUARY 2007

- Supported staff by managing press clippings, developing various press kits and dispersing press releases to appropriate media.
- Built awareness by distributing promotional assets to key print and electronic media and tastemakers.
- Scheduled extensive calendar appointments including teleconferencing, international meetings and media interviews.
- Developed and maintained relationships with national and regional press, television and print.
- Generated monthly status reports for each account and maintained confidential filing system.
- Coordinated and assisted in photo shoots, interviews and client appearances.
- Planned yearly events including summer bike-a-thon, school and holiday giveaways.

#### Public Relations

##### ABC Corporation - 2001 - 2005

- Worked for this construction and development company in Punta Cana in the marketing and development sector.
- This company has done various projects in Punta Cana including the remodeling of world renowned show nightclub CoCoBongo and the Disco Imagine.
- They have also developed a large part of the resort town including many apartment developments.
- Was involved in public relations.
- Contact TEL 809-959-0351 EMAIL [info@bestinprogroup.com](mailto:info@bestinprogroup.com) Awards and Acknowledgements Emerson College I received the honor of being on the Deans list my freshman year Staff writer for the Em Mag of Emerson College both online and print I played Division.
- My job was to generate sponsorships from large companies and represent the team through public relations and Social media.
- Was the senior captain of my High school soccer team and participated in various sports I was also an officer in the Mandarin.