

Sample Public Affairs Specialist Resume

Lester Kincaid
1786 Patterson Street
Houston, TX 77002
(111)-321-2382
l.kincaid@emailaddress.com

Job Objective Experienced Public Affairs Specialist of many years seeking employment with the company to help advance in the industry.

Highlights of Qualifications:

- Admirable experience in managing work for public affairs work
- Thorough knowledge of public affairs programs
- Deep knowledge of communication methods and techniques
- Remarkable ability to deal and communicate with various audiences
- Exceptional ability to maintain professional relationships with community groups and media representatives
- Excellent skills in developing communication materials
- Skilled to work on various social media platforms
- Familiarity in implementing work for various public affair programs
- Proficient in working on internet and using it as a marketing tool

Professional Experience:

Public Affairs Specialist
Housing & Urban Development, Assistant Secretary, Houston, TX
May 2006 - Present

- Coordinated with various external affairs and media teams at corporate level.
- Assisted Public Affairs Officer and provided information for all line offices.
- Provided assistance Public Affairs Officers and information for media and internal programs for associated activities.
- Established product timelines and ensured compliance to same.
- Reviewed written materials, edited it appropriately for all internal and external releases.
- Maintained regular travels for various assignments for almost a month.
- Developed good professional relationships with agencies and external partner.
- Prepared presentation for internal and external audience.

Public Affairs Specialist
Devon Energy, Houston, TX
March 2003 - April 2006

- Analyzed communication requirements of all staff and patients and developed publication for medical center.
- Coordinated with various teams for various special projects.
- Maintained public information and prepared community relations programs and ensured confidence of audience.
- Prepared presentations for audiences and answered all queries regarding medical center positions.
- Reviewed all public information programs and analyzed its effectiveness.
- Planned various comprehensive public affairs activities.

Education