

# ROBERT SMITH

## Public Relations Officer

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### SUMMARY

Trained as an International Relations professional. I have over six years experiences in Security/Intelligence, Public Safety, Training and encounters has reinforce my capacity to assess, analyze, oversee and disseminate data swiftly and accurately regardless of their tendency and additionally encourages a more secure and safe environment.

### CORE COMPETENCIES

Computer Savvy.

### PROFESSIONAL EXPERIENCE

#### Public Relations Officer

EMJAY GLOBAL LLC - November 2009 – 2019

##### Key Deliverables:

- Develop effective communication plan that leverages brand promise.
- Develop, Integrate, and implement PR activities designed to enhance company brand.
- Work with CEO to achieve organizational goals and objectives by administering the communications and public relations initiatives as determined by the organizational strategic planning process.
- Responsible for briefing coworkers and CEO before going to meeting with news media and schedule and conduct news conferences.
- Responsible for managing the works of subordinates and training of newly hires, including writers, photographs and designs.
- Refine companys core messages to ensure brand consistency and resolve public affairs issues.
- Serve as executive editor for the development, production and maintenance of the companys internal and external communication vehicles, including the main website, market materials, publications, newsletters, invitations, flyers, advertisements, and annual reports.

#### Public Relations

ABC Corporation - 2008 – 2009

##### Key Deliverables:

- Project Management Interpersonal Communications Dependable Dependable Training Promotion Development Goal Oriented Employment Review WV Coalition to End Homelessness.
- Bridgeport, WV October 2013 - Administrative Assistant The West Virginia Coalition to End Homelessness goal is to end homelessness in the state.
- As the Administrative Assistant, my role was diverse and committed to the utilization of our resources to efficiently provide housing and services.
- At the coalition, a strong focus was on the families and communities.