

# WERNER CONROY

9216 Morissette Lakes, Phoenix, AZ

+1 (555) 838 5656

## EXPERIENCE

### ANKUNDING, SHIELDS AND BOYER

Los Angeles, CA | Director of Public Relations 03/2020 – present

- Proven experience in media relations, and crisis management
- Experience in developing and successfully implementing a reputation management program
- Extensive successful writing and editing experience (externally focused) with a variety of print and online communications media
- Experience with social media influencer engagement, content campaigns, and media coverage amplification
- Demonstrated experience and leadership in managing a comprehensive, strategic communications & public relations plan, to advance an organization's mission and goals
- Skilled and respected communicator with exceptional writing, storytelling and presentation skills, along with sophisticated knowledge of visual media

### RUNTE, ABBOTT AND BRUEN

Los Angeles, CA | Public Relations Associate 06/2017 – 02/2020

- Experience working with ASOSU, or other organizations focusing on student advocacy, campus involvement, diversity and inclusion, or other related areas
- Experience in leading and directing individuals
- Skilled writer and editor, who is familiar with Associated Press Style
- Willingness to learn new skills and applications when needed
- Self-reliant and able to problem-solve, but also understands it is essential to ask for help when it's needed or if something is unclear
- Proficient in Microsoft Word, Excel, PowerPoint, Box, and Google Drive apps
- Relevant experience in PR
- Track record of corporate and relationship management (both internal and external)

## EDUCATION

### CALIFORNIA COLLEGE OF THE ARTS

Bachelor's in Communications

## SKILLS

- Fashion & event enthusiast with strong knowledge on current /emerging media platforms, disruptive competitors and trends
- Strong interpersonal skills, energetic and eager to learn
- Strong planning skills and proven experience in coordinating ideas and resources to achieve goals
- Computer proficiency in with MS Office products, specifically Word, Excel and PowerPoint
- Proficient in technology to create and produce webinars and podcasts
- Strong technical aptitude in learning new software, industry terminology and Paycom specific products quickly
- High standard of excellence in attention to details, deadlines, office policies and procedures
- Able to work well with others across the organization
- Excellent interpersonal skills to build strong relationships with customers, prospects, colleagues and vendors