

ROBERT SMITH

Public Relations Representative

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SUMMARY

Over four years of marketing, customer service, and sales experience while working in the food and beverage industry and on various philanthropic engagements. A highly motivated and well-organized team player that possesses the ability to work well with others and communicate effectively with clients.

CORE COMPETENCIES

Typing 65 wpm, Microsoft Programs, Multi-Line Phone system.

PROFESSIONAL EXPERIENCE

Public Relations Representative

ABC Corporation - July 2015 – October 2015

Key Deliverables:

- Identified opportunities to enhance the colleges public and community connections.
- Collaborated with a variety of community members, college faculty, staff, and students.
- Participated in the conception, organization, and execution of college community outreach events.
- Generated story ideas, interview resources, gather information and write pieces for publication.
- Sold ad space, design advertisements, and communicate effectively with billing.
- Used Adobe InDesign and Photoshop for the design and layout of printed pages.
- Assisted in maintaining the online edition of the newspaper in a timely manner.

Public Relations Representative

Delta Corporation - 2013 – 2015

Key Deliverables:

- Increased awareness of the organization, what it stood for, and the need for volunteers all year long Maintained up-to-date information on the.
- Wrote articles on several topics for monthly print issues and weekly digital content Delegated tasks and communicated expectations to contributing.
- Organized successful apparel fundraiser through creating designs, collecting money, and placing the order to Participate in monthly service.
- Call schools and get proper information, fax off information, get contracts, and file them in a proper state, also did collections.
- Assisted in maintaining the online edition of the newspaper in a timely manner.
- Edited Science & Technology, Arts & Literature, and Faith feature pages.