

ROBERT SMITH

Jr. Public Relations Specialist

Phone: (0123) 456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

The objective is to secure a job in which one can be an invaluable asset to the company; being utilized in a leadership position helping to achieve team-oriented goals.

CORE COMPETENCIES

Microsoft Office, Customer Service, Organizational Skills, Customer Relations, Business Development, Budgeting, Account Management, Bookkeeping, Billing, Inventory Management, Project Management, Internet Research, Marketing, Management.

PROFESSIONAL EXPERIENCE

Jr. Public Relations Specialist

ABC Corporation - April 2014 – September 2014

Key Deliverables:

- Comprehensively interacted with pet owners to fully understand all expectations from a training facility.
- Coordinated with business owners to understand all services, business needs and match them to suit possible customers.
- Created a portfolio to show customers at benefits, local veterinarians, and word of mouth advertising.
- Ran the office, greeted customers and generated contracts.
- Bonded with customers to better suit their needs for their pets and ensure a long-lasting positive impression and interaction with K9 Control Training.
- Used social media as a form of advertising along with flyers and setting up booths at events to explain to customers what K9 Control Training was capable of and their goals for each pet.
- Helped train rescue shelters "Un-trainable Dogs" so that they could find homes and also put the business name in the minds of potential customers.

Public Relations Specialist

ABC Corporation - 2011 – 2014

Key Deliverables:

- Created company literature and other forms of communication designed to maintain a favorable public image.
- Designed and implemented a new hire training program.
- Served as company spokesperson to local media outlets.
- Handled all customer complaints.
- Maintained working relationships and made spending decisions with companies such as Russell Stovers Candies, Natures Bounty Vitamins, Merck and Amerisource Bergen.
- Tracked orders and sales.
- Maintained expense reports to meet and manage numerous project budgets.