

# Robert Smith

## Public Relations Professional

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### SUMMARY

Several years between working in beer bars and writing about music, both as a freelance journalist and through in-house PR for an independent record label.

### SKILLS

Word Perfect, Windows, Microsoft Office, Strong Written And Verbal Communication Skills, Project Planning, Critical Thinking, Fast Learner, Self-motivated, Flexible, Team Player, Natural Leader, Strong Work Ethic.

### WORK EXPERIENCE

#### Public Relations Professional

ABC Corporation - November 2000 - August 2009

- Handled cash deposits, filed papers, organized programs, communicated with customers and etc.
- Skills Used and Description Conducted market analysis and monitored competitive activity.
- Designed and implemented strategic business plan objectives.
- Set up special events to promote sales and attendance.
- Wrote press materials and made presentations to media representatives.
- Managed all internal, external and crisis communications.
- Represented the organization to customers, the public, and other external sources.

#### Public Relations

Event Promotions - 1996 - 2000

- Planned and administered policies and programs to foster and promoted Event patronage.
- Executed daily operations of Social Media marketing Wrote, designed and produced blogs, fliers, posters, email.
- Organized prospect files by listing information, such as names of officials And plans for events, to be used for promotional purposes.
- Planned and prepared advertising and promotional material.
- Im available for Print Editorial, Celebrity, Hostess, Special Appearances; Casual, Lingerie, Swimsuit, Glamour, Beauty, Show case, Body-Paint, Fetish, Commercial, Print Work, FHM/Maxim Style Film/Commercial, TV/Movie Acting, Music Video, and Events Promotional, Brand Ambassador I am available for travel domestically as well as internationally.
- Travel Expenses, Per Diems, and Compensation are open for discussion, and will be discussed on each project..
- This Is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Pre-Med/Psychology - 1999(University of Southern Indiana - Evansville, IN)