

# Public Relations Assistant

# ROBERT SMITH

Phone: (123) 456 78 99  
Email: info@qwikresume.com  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama

## Objective

Outstanding customer service skills Works well under stressful situations Able to work well with other employees as part of a team Strong comprehension of instructional details Extreme attention to detail.

## Skills

Event planning, fundraising and Outside sales.

## Work Experience

### Public Relations Assistant

**ABC Corporation** - 2001 - 2005

- Provide direct pastoral care to terminally ill patients and their families in their homes, the hospital and nursing homes as well as to facility and hospice staffs.
- Provided ministry, crisis intervention and grief management to families/friends of the deceased and to medical staff.
- Collaborate with patients spiritual care leader.
- Collaborated with interdisciplinary team and educated them on any special spiritual/ritual needs of the patient and family.
- Officiate funerals for hospice patients upon request.
- Plan and officiate memorial services at area nursing homes for staff and residents.
- Plan and officiate annual memorial ceremony for families of deceased hospice patients.

### Public Relations

**ABC Corporation** - 1998 - 2001

- Responsibilities Provided excellent customer service to consumers by answering questions about products, helping with problems, resolving conflict and maintaining a pleasant and cheerful atmosphere.
- Ability to direct and work well with others.
- Strong verbal communication skills.
- Received various awards for outstanding customer relations.
- Trained and directed others.
- Worked all aspects and areas of the store.
- Skills Used PUBLIC RELATIONS Collaborates with team to support client deliverable deadlines, working on assigned projects as needed Owns/prioritizes and complete team or client projects on time, updating relevant team members as necessary Understands.

## Education

MASTERS OF ARTS in MINISTRY - (AQUINAS INSTITUTE OF THEOLOGY)