

# Moira Lemke

42272 Jackson Loop, Boston, MA

## PHONE

+1 (555) 795 0058

## EXPERIENCE

### Runte-Kiehn

Philadelphia, PA // Director of Public Relations // 08/2018 – present

- At least 7 yrs exp in public relations including people management exp
- Excellent in verbal communication
- Excellent in Business and Speechwriting
- Deep knowledge and understanding of the Fintech industry
- Good sense on financial culture and processes
- Background in financial or fintech communications is an advantage
- Global social media strategy and execution of the global social media accounts
- Managing media training and prepares spokespersons for press conferences, round table events, seminars and forums, media interviews, and speeches

### Veum Inc

Philadelphia, PA // Public Relations Associate // 07/2012 – 04/2018

- Proactively working with agencies and freelance writers to manage the pipeline, development and posting of PR content
- Ensuring cooperation and alignment with the other PR Specialists and Internal Communication Specialists to find synergies in the different Sales Areas and to ensure an integrated corporate communication approach
- Using a good PR mix of traditional and new opportunities, press releases, technical content, web news, roundtable, panel discussions, keynote speaking opportunities and also through social media, influencers

## EDUCATION

### Pratt Institute

Bachelor's in Communications

## SKILLS

- Develops social media and web content for a brand/business, pressroom posts and media kits
- Possesses experience in a PR agency, corporate in-house PR function or in a PR function for a Fortune 500 company
- Effective listening, writing and oral communication skills
- Work independently and contribute to team projects
- Proficient in MS Office products (Word, Excel, and PowerPoint) and LotusNotes or similar e-mail system
- Strong internship or professional experience in public relations