

ROBERT SMITH

Public Relations Intern

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SUMMARY

Driven, dedicated individual experienced with non-profit communications, special event coordination and project management. Task-oriented with the ability to delegate responsibilities and meet deadlines. Proven capability to work in high-energy, fast-paced environments and lead others. Possess exceptional writing and editing skills.

CORE COMPETENCIES

Crisis communications, press releases, pitches, recruitment letters, corporate memos, by-lines, proposals, media alerts, copy-editing, executive summaries, clipbooks, annual reports.

PROFESSIONAL EXPERIENCE

Public Relations Intern

ABC Corporation - September 2015 – May 2016

Key Deliverables:

- Wrote and edited communications and publications for distribution to six media outlets.
- Posted for and monitored MJCHF social media sites (Facebook, Twitter, Instagram and MJCHF webpage).
- Conducted research for projects, communications, and publications.
- Developed community programs and projects.
- Utilized Microsoft Office, QuickBooks, and Google applications.
- Provided support in the curation of unique pitch angles and targeted media lists to secure editorial coverage for clients.
- Tracked company progress through the website development process; provided input to the user interface.

PUBLIC RELATIONS INTERN

KGBTexas Communications - 2014 – 2015

Key Deliverables:

- Create and organize media lists.
- Assist in creating social media content and calendar for clients.
- Follow up with media outlets to secure media coverage.
- Create press releases and media advisories for clients.
- Conduct research for accounts in both the public relations and public affairs departments.
- Assist in tracking and organizing media hits for clients.
- Produce content for client magazine.

EDUCATION