

Public Relations

ROBERT SMITH

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

Objective

Professional background includes extensive customer service via telecommunications and retail services, office administration, training and development. Experience in working directly with a wide spectrum of clients; including business owners, doctors, management teams and the general public. Rapidly took on additional tasks by seeking ways to improve company operations. A career signature in helping solve customer needs.

Skills

Computer Skills, Microsoft Office, Networking, Software Development, IT.

Work Experience

Public Relations

ABC Corporation - 1994 - 2000

- Coordinated all functions of public relations communications for Memorial Healthcare System for 5 district hospitals.
- Wrote press releases for newsworthy events for all 5 hospitals.
- Acted as Assistant Editor of hospital newsletter, worked directly with reporters on news-related / publicity communications, and handled phone queries from media regarding patients and hospital events.
- Assisted director with publicity of events and worked in conjunction with Joe DiMaggio Childrens Hospital Foundation in coordinating fundraising efforts.
- Provided current and accurate publicity information to hospital staff through direct mailings, email, phone calls and fax.
- Reviewed national and local periodicals on a daily basis to apprise executive staff of latest issues in medical field.
- Wrote highly effective press releases resulting in increased public awareness of hospital programs.

Public Relations

ABC Corporation - 1991 - 1994

- Responsible Communication and Public Relations.
- Institutional Relations.
- Relationship with the media and related organizations.
- Responsible for internal communication among volunteers.
- Community Manager.
- Writing for the blog and website.
- Develop an online course.

Education

Bachelor of Science in Communications - (Lynn University - Boca Raton, FL)