

Robert Smith

Public Relations Director/Executive

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Marketing professional that is highly ambitious offering versatile office management, a background in sales, marketing, advertising, and planning skills; also committed to quality performance.

SKILLS

Communication Skills, Customer Service.

WORK EXPERIENCE

Public Relations Director/Executive

ABC Corporation - June 2007 – September 2009

- Responsible for public relations for community hospitals including marketing, advertising, media, and community relations.
- Wrote, edited and distributed press releases and acted as spokesman for the hospital.
- Coordinated with advertising firm design and placement of television, radio and print advertising.
- Facilitated interviews with hospital administration, doctors and the media.
- Composed speeches and talking points for administration. Pitched story ideas and press releases to local and national media.
- Operated promotional measures for campus films, concerts and speakers Maintained Web site and social media.
- Organized yearly dinner/dances, a yearly golf tournament and made corporate contacts to raise funds.

Public Relations Director

ABC Corporation - 2004 – 2007

- Ensured communication strategy is consistent and reflects the companys strategic vision.
- Implemented social media strategies.
- Researched related businesses, press, and lifestyle bloggers.
- Finalized press list of 3,000 people for pre-launch and launch party.
- Assisted in the hiring of ghost writers for blog.
- Assisted in the planning and finalization of the launch party..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

B.A. in Government - (College of William and Mary - Williamsburg, VA)