

Public Relations Director

ROBERT SMITH

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Objective

A driven, energetic and focused individual pursuing opportunities in the political, philanthropy, or social justice arena exhibiting strong outreach, oral and written communication and interpersonal skills.

Skills

Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft Power Point.

Work Experience

Public Relations Director

ABC Corporation - September 1996 - February 2008

- Advised Newark Council Members on information relating to all aspects of public relations and provided immediate guidance to the Council in emergency and crisis situations.
- Provided press coverage for the Council; prepared and distributed all necessary public relations and news releases as requested.
- Attended all pre-meeting conferences, special conferences, and all regular and special agenda and committee meetings.
- Arranged all appropriate press conferences as directed by the Council.
- Managed daily operation, budget, and staffing of the public relations department, including three direct reports.
- Recognized parenting organization Served as organization spokesperson - gave interviews and shared organizational information.
- Developed and led efforts for the organizations annual international fundraising event Worked with the U.S.

Public Relations Director

ABC Corporation - 1995 - 1996

- Functioned as society point of contact and oversaw all Chapter contacts and client list(s).
- Planned profession visits and presentations.
- Handled all area and campus press issues.
- Maintained a working relationship and healthy rapport with the Chapters professional advisor.
- Worked closely with and supported the Chapter President and Treasurer.
- Posted announcements for all university Chapter Meetings.
- Helped promote member recruitment and retention..

Education

B. S. in Urban Studies/Public Policy - September 1988(St. Peter's College - Jersey City, NJ)