

ROBERT SMITH

Public Relations Director III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a challenging leadership position with a prestigious company where can utilize 10 years of management skills to implement exceptional problem solving and decision making skills.

CORE COMPETENCIES

Account Management, Sales & Marketing, Public Relations, CRM.

PROFESSIONAL EXPERIENCE

Public Relations Director III

ABC Corporation - December 1992 – May 2001

Key Deliverables:

- Wrote news releases, public service announcements, promotional materials, and educational articles.
- Developed membership materials, media guides, and promotional items.
- Arranged media interviews and maintained media contacts. Prepared special event publications, printings, and flyers.
- Coordinated educational booth and Grange display. Organized and covered special events and meetings.
- Wrote and presented all official professional communications and sent mass emails to hundreds of clients Organized, coordinated.
- Created monthly newsletter and monthly mail outs for clients Handled all scheduling of meetings and business trips.
- Developed public relations campaign for organization and pre-existing members Conducted entrance interviews and helped process loan applications.

Public Relations Director

ABC Corporation - 1988 – 1992

Key Deliverables:

- Wrote and distributed National press releases.
- Produced, scripted & distributed video press releases to Television, Radio and Newspaper contacts for grand openings, prize giveaways, events and public speaking engagements.
- Planned, organized and hosted store grand openings and sales incentive trips for top contractors.
- Responsible for travel, food, lodging, entertainment.
- Processed grants and community funding requests and dispersed donations.
- Supervised hot air balloon team and planned flights.
- Resolved Consumer Complaints.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- - (Correspondent Training Program)