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| OBJECTIVE  Effective and results-driven individual seeking a position with an organization where I can utilize my exceptional skills, abilities and knowledge to support the team, advance its goals and further build my professional career  EDUCATION  **Mekelle University, Ethiopia**  Associate of Arts  Public Relations, Advertising, And Applied Communication  May 2015  CORE SKILLS   * Campaign Development * Press Releases * Relationship Management * Media Relations * Strategic Messaging * Social Media Campaigns * PR Performance Metrics * Problem Solving * Fluency of Ideas * Critical Thinking * Judgment   COMPETENCIES  **Advanced interpersonal**  – Able to liaise confidently with senior stakeholders  **Team-player** – Able to work well within dynamic and goal-focused teams  **Detail-focused** – Very strong attention to detail  **Analytical Thinking** – Strong logic to address work-related issues and problems  **Goal Oriented** - Decisively meet expectations as a reliable team player |  |  | PROFESSIONAL EXPERIENCE   |  |  | | --- | --- | | Home Health Aide | Aug 2021 - Present |   Dependable Home Health Care | Saint Paul, MN   * Enables patients to stay in their homes by monitoring and recording patient condition, providing support and personal services, and teaching families * Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene * Helps family members care for the patient by teaching appropriate ways to lift, turn, and re-position the patient * Advises on nutrition, cleanliness, and housekeeping * Records patient information by making entries in the patient journal and notifying nursing supervisor of changing or unusual conditions * Maintains a safe, secure, and healthy patient environment by following asepsis standards and procedures, maintaining security precautions, and following prescribed dietary requirements and nutrition standards  |  |  | | --- | --- | | Home Health Aide Supervisor | Jul 2020 - Present |   Premium Home Care | Oakdale, MN   * Offered patients and families emotional support and instruction in preparing healthy meals, independent living and adaptation to disability or illness * Completed medical and program reports and maintained records following clinic standard operating procedures. Coordinated daily medicine schedules and administration to help clients address symptoms and enhance quality of life * Supervised daily activities and provided assistance to staff * Provided transportation and appointments management * Completed entries in log books, journals and care plans to accurately document and report patient progress * Prepared and recommended long-range plans for development of department personnel  |  |  | | --- | --- | | Public Relations Assistant | Jan 2015 – Apr 2016 |   Mekelle University | Addis Ababa, Ethiopia   * Took part in brainstorming sessions and suggested innovative ideas * Helped gather and disseminate University news to the news media * Developed and maintained positive relationships with clients, stakeholders, media, and vendors * Developed and implemented public relations activities to promote the University’s public affairs mission, faculty research, and academic theme * Promoted a positive image of the University and facilitated coverage of the University by the news media by gathering and placing University news stories in targeted news media * Contributed to a work environment that encouraged knowledge of, respect for, and development of skills * Remained competent and current through self-directed professional reading, and developed professional contacts with colleagues * Contributed to the overall success of the University Communications and performed all other duties and responsibilities as assigned |

LIYA HAGOS

Demonstrated capacity to provide comprehensive support as a Public Relations Professional. Highly skilled in managing calendars including editorials, events and conferences; providing assisting in execution of various events, drafting different types of PR contents, editing and proofreading press releases, examining and documenting media coverage, and supporting PR planning by conducting research. A strategic planner that turns big objectives into simple action plans, daily performance goals and manageable tasks. Skilled decision maker, intuitive and creative problem solving and achieving strategic goals through effective horizontal leadership, consensus-building and transparency. Quality-focused and committed to approaching tasks with tenacity and attention to details. Strong organizational, analytical and problem-solving skills to gain further experience and enhance the organization's productivity and reputation.

liyayo32@gmail.com **|** (651) 424-6655

Saint Paul, MN 55113

PROFESSIONAL SUMMARY