



BAILEY DUPONT

PR Coordinator

BACKGROUND INFO

I am a marketing professional with a focus on public relations. I work hard to communicate company news and stories, and maintain a good public image.

TALENTS & ABILITIES

- Experienced public communicator
- Specialized problem-solving skills
- Excellent writing and speaking abilities
- Great at time-management and multitasking

GET IN CONTACT

Address: 123 Anywhere St., Any City, State, Country 12345 Phone: (123) 456-7890 Email: hello@reallygreatsite.com Website: www.reallygreatsite.com

EMPLOYMENT HISTORY

Lead PR Coordinator

GFV Communications | October 2020 - present

- Performs day-to-day PR tasks for company
- Writes press releases for major company news and events
- Reviews all social and PR reports from team members

Communications Officer

Relativation Agency | July 2018 - August 2020

- Drafted press releases for clients
- Met with clients to discuss expectations and PR needs
- Compiled reports of PR campaigns to present to PR Director

PREVIOUS EDUCATION

Davenlo University

Professional Course | Completed August 2020

- Completed 6-month course in Corporate Communications
- Presented case studies focused on crisis management
- Guest speaker for undergrad PR classes

Phentam College

Bachelor of Arts | Graduated May 2018

- BA Communications
- Graduated with honors, GPA: 3.93
- Marketing officer, Student Activities Committee
- Undergrad TA for Intro to Public Relations

WORK REFERENCES

Terry Baxter
Relativation Agency
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Irene Salvatore
GFV Communications
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