Community Relations Officer Resume

Job Objective

Seeking long-term Community Relations Officer position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

Highlights of Qualifications:

- Huge knowledge of press and media industry
- Extensive knowledge of public relations and promotion
- Proficient with CRA and Fair Lending requirements
- Strong communication, project management and record keeping skills
- Highly able to work independently

Professional Experience:

Community Relations Officer
JPMorgan Chase, Arlington Heights, IL
August 2005 – PresentAttended foundation meetings and provided updates to community.
Reviewed progress of agencies or communities who received grants.
Assessed grant receiver's technical needs to successfully complete program.
Provided planning, communication and evaluation support to various agencies as per recommendations from foundation,
Developed and maintained very good relationship with various government agencies and non-profit organizations.
Researched to study issues and trends related to the priorities of the Foundation.
Reviewed programs and plans of the foundation to ensure activities are in line with set objectives and goals.Community Relations Officer
Mosaic, Arlington Heights, IL
May 2000 – July 2005Promoted effective community relationship of the department with various external agencies.
Planned and implemented department's public relations activities.
Carry out promotion and liaison work within and outside the Government to promote community relations for the Department.
Handled press and public relations activities independently.
Established excellent network of communication system across all internal and external agencies.
Developed mutual trust between public and organization.
Involved in reporting and keeping records for supporting public relations activities.

Education:

Bachelor's Degree in Public Relations
Northern Illinois University, De Kalb, IL

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