
Deputy Press Secretary Resume

Job Objective

Seeking the position of Deputy Press Secretary where I can display my dedication and skills.

Highlights of Qualifications:

- Highly experienced in handling public relations, administrative functions and news reporting activities of press office
 - Profound knowledge of modern office policies, practices, and equipments
 - Outstanding knowledge of media relations and various social media platforms
 - Familiarity with use of Microsoft Office and proofreading practices
 - Ability to interact with coworkers and senior officials, in a pleasant manner
 - Ability to maintain confidential data and handle difficult situations, efficiently
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Professional Experience:

Deputy Press Secretary
Alion Science and Technology, Houston, TX
August 2012 – Present

Responsibilities:

- Wrote press releases and created press strategies for public relations-based campaigns.
- Scheduled and coordinated all media conference calls and interviews.
- Interacted with national-level and local media and answered their queries professionally.
- Oversaw and assisted in development and rollout of TV and print ads.
- Developed and maintained strong working relationships with Press office staff and senior officials.
- Attended and participated in confidential briefings and department meetings.

Deputy Press Secretary
iTalent Corporation, Houston, TX
May 2009 – July 2012

Responsibilities:

- Handled and responded to all incoming press-related phonequeries.
 - Worked under supervision of Press Secretary and delivered information to reporters, as requested.
 - Prepared and distributed press releases and newsletters, on a routine basis.
 - Composed, sorted, and dispatched various press clips to relevant staff.
 - Developed, updated, and maintained alloffice records, press contact lists, and databases.
 - Assisted in public relations and outreach initiatives and maintained social media presence.
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Education:

Bachelor's Degree in Public Affairs
Southwestern College, Santa Fe, NM

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