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## Media Officer Resume

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### Job Objective

Highly motivated Media Officer seeking an opportunity to aid the advancement of the organization and make positive contributions to the business.

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### Highlights of Qualifications:

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- Huge working experience in media industry
  - Excellent knowledge of writing news reports
  - Strong knowledge of media industry standards and procedures
  - Strong ability to work in multi-cultural setting
  - Superior ability to handle multiple projects simultaneously
  - Excellent written and verbal communication skill'
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### Professional Experience:

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#### Media Officer

Harmelin Media, Corpus Christi, TX

August 2005 – Present

- Acted as media relations officer to respond to queries and to develop lead stories for publication
- Acted as media expert for international advocacy and policy conventions.
- Provided support to produce news for podcasts, videos, blogs, and other media.
- Produced and implemented short-, medium- and long-term communications plans.
- Developed and maintained strong relationships with international media.
- Explored various media to identify new methods of communication

#### Media Officer

Adconion Media Group, Corpus Christi, TX

May 2000 – July 2005

- Managed and administered company's media activities and procedures.
  - Developed and executed communication strategies to support company's media activities.
  - Interacted with reporters, television producers and other news decision-makers to support story development.
  - Produced written materials such as press releases, press advisories, letter to the editors and fact sheets.
  - Initiated media advocacy programs to support company's media and news generation activities.
  - Coordinated all media events as assigned by media director.
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### Education:

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Bachelor's Degree in Journalism

Cornell College, Mount Vernon, IA

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