
Media Relations Officer Resume

Job Objective

Seeking a Media Relations Officer position where my skills and experience can assist in growth of the organization.

Highlights of Qualifications:

- Huge working experience in journalism and medial relations'
 - Extensive knowledge of principles and practices of effective Public Relations and Communications
 - Solid knowledge of international media and media training procedures
 - Proficient with Photoshop and PowerPoint
 - Exceptional ability to work under pressure
 - Exceptional writing, editing and proofing skills
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Professional Experience:

Media Relations Officer
GOJO Industries, San Diego, CA
August 2005 – Present

- Managed company's media and public relations office to build company's positive image
- Developed and implemented company's media and public relation strategies.
- Leveraged media service to raise awareness about company's activities.
- Projected company's goals, objectives and mission through proper media planning.
- Developed various communication materials to support media relation activities.
- Coordinated entire public relations to cater to internal and external audiences

Media Relations Officer
Discovery Communications, Inc., San Diego, CA
May 2000 – July 2005

- Managed and administered company's media and public relation activities.
 - Interacted with various departments to compile news and press releases regarding company affairs.
 - Developed and sustained relationship with various media houses and interacted with them regularly.
 - Prepared and communicated press releases and briefs to media persons for publication.
 - Organized press conferences as and when required to brief media personnel regarding company affairs.
 - Projected company's good images and clarified on negative images.
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Education:

Bachelor's Degree in Mass Communication
Wayne State University, Detroit, MI

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