
PR ASSISTANT RESUME

Objective:

Seeking a position as PR Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Remarkable experience in providing administrative support
 - Strong work ethic and ability to work flexible hours including some nights and weekends
 - Sound organizational skills and a profound ability to multi-task
 - Excellent written and verbal communication and interpersonal skills
 - Profound ability to effectively work in a fast paced environment
 - Proven track record of working in a team environment
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Work Experience:

PR Assistant
Edelman, Fort Worth, TX
August 2005 to till date

- Participated in planning and implementing client events.
- Assisted with fundamental day-to-day account work and execution of programs.
- Ensured daily market watch and tracking; and developed media lists and material for press tours, launches, etc.
- Identified appropriate trade and business editors for upcoming pitches.
- Contributed to the writing of pitch letters and product fact sheets.

PR Assistant
Sports Industry Employer, Fort Worth, TX
May 2000 to July 2005

- Handled press tour, trade show pitching, scheduling and logistics.
 - Administered the power of research and media-list building tools.
 - Conducted research for press releases and screen programming.
 - Monitored website and social media for accuracy and content.
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Education:

Associate Degree in Public Relations
George Washington University, Washington, DC

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