
Public Affairs Officer Resume

Job Objective

In search of a position as a Public Affairs Officer with an established facility looking for quality minded employees who can help enhance the organization and contribute to its growth.

Highlights of Qualifications:

- Strong progressive public affairs experience
 - Good expertise in media relations
 - Proficient in desktop publishing and graphic design software, Vocus, EXCEL, Lexus Nexus and other media-related systems
 - Exceptional project management and decision making skills
 - Excellent verbal and written communication skills
 - Amazing ability to creatively plan strategically and globally
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Professional Experience:

Public Affairs Officer
Air National Guard, Dulles, VA
August 2005 – Present

- Prepared news releases and news advisories for local, national and international media.
- Handled incoming media requests, and facilitated faculty and staff interviews.
- Coordinated videography and photography by news outlets and by in-house teams.
- Identified opportunities to utilize newer forms of information technology.

Public Affairs Officer
ManTech Int'l Corp., Dulles, VA
May 2000 – July 2005

- Managed pipeline of deal information for weekly ICG Highlights newsletter.
 - Implemented and maintained awards submission process.
 - Monitored media coverage.
 - Liaised with press on daily transactions.
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Education:

Bachelor's Degree in Public Administration & Communications
Northland College, Ashland, WI

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