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## Public Affairs Specialist Resume

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### Job Objective

Experienced Public Affairs Specialist of many years seeking employment with the company to help advance in the industry.

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### Highlights of Qualifications:

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- Admirable experience in managing work for public affairs work
  - Thorough knowledge of public affairs programs
  - Deep knowledge of communication methods and techniques
  - Remarkable ability to deal and communicate with various audiences
  - Exceptional ability to maintain professional relationships with community groups and media representatives
  - Excellent skills in developing communication materials
  - Skilled to work on various social media platforms
  - Familiarity in implementing work for various public affair programs
  - Proficient in working on internet and using it as a marketing tool
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### Professional Experience:

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Public Affairs Specialist  
Housing & Urban Development, Assistant Secretary, Houston, TX  
May 2006 – Present

- Coordinated with various external affairs and media teams at corporate level.
- Assisted Public Affairs Officer and provided information for all line offices.
- Provided assistance Public Affairs Officers and information for media and internal programs for associated activities.
- Established product timelines and ensured compliance to same.
- Reviewed written materials, edited it appropriately for all internal and external releases.
- Maintained regular travels for various assignments for almost a month.
- Developed good professional relationships with agencies and external partner.
- Prepared presentation for internal and external audience.

Public Affairs Specialist  
Devon Energy, Houston, TX  
March 2003 – April 2006

- Analyzed communication requirements of all staff and patients and developed publication for medical center.
  - Coordinated with various teams for various special projects.
  - Maintained public information and prepared community relations programs and ensured confidence of audience.
  - Prepared presentations for audiences and answered all queries regarding medical center positions.
  - Reviewed all public information programs and analyzed its effectiveness.
  - Planned various comprehensive public affairs activities.
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### Education:

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Bachelor's Degree in Human Service  
Geneva College, Beaver Falls, PA

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