
Public Information Officer Resume

Job Objective

Looking for a steady position with an organization as a Public Information Officer Prepared to remain long term with the right organization.

Highlights of Qualifications:

- Remarkable experience in public relations and developing multimedia products
 - Huge knowledge of risk communication and developing aggressive media campaigns
 - Deep knowledge of managing with digital media and grasp of communication issues
 - Wide knowledge of Educational Rights and Privacy Act (FERPA) and Health Insurance Portability Accountability Act (HIPAA)
 - Familiarity with principles and practices of public information correspondence
 - Ability to communicate in varied journalistic styles
 - Ability to work on multiple projects and meet timelines
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Professional Experience:

Public Information Officer
Nevada Employee Action and Timekeeping System, Metairie, LA
August 2005 – Present

- Formulated information about department to media.
- Aided in program development and enforcement.
- Maintained departmental web page and responded to electronic commerce.
- Imparted assistance in writing news releases.
- Coordinated with media representatives and aided developing audio-visual presentations.

Public Information Officer
City of Laredo, Metairie, LA
May 2000 – July 2005

- Established story ideas to news.
 - Managed all press conferences.
 - Handled crisis communication and media relation policies.
 - Coordinated with wide range of media outlets.
 - Assisted internal teams for media training.
 - Administered media coverage and public information requests.
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Education:

Bachelor's Degree in Public Administration
Wheelock College, Boston, MA

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