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## Public Information Officer Resume

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### Job Objective

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

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### 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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