
Public Information Specialist Resume

Job Objective

Seeking work as a Public Information Specialist so I can use my skills and past experiences to better the company. Bringing specialized knowledge to the table to also improve your company with my skills.

Highlights of Qualifications:

- Experience in developing communication plans and materials for various media channels
 - Huge knowledge of principles and strategies for public information management
 - Profound knowledge of various emergency response communication programs
 - Immense ability to work independently
 - Exceptional ability to documents various scientific and academic writings
 - Sound skills to work on various STREAM tools
 - Skilled to work on various Microsoft applications
 - Proficient in public speaking and managing customer relations
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Professional Experience:

Public Information Specialist
jobview.monster.com, Sioux Falls, SD
May 2006 – Present

- Developed and implemented new communication programs for assigned districts.
- Analyzed all policies for print and broadcast media and recommended changes to increase effectiveness of communication.
- Performed research and prepared various new releases for publications and ensured information to audience.
- Maintained special channels of communication present in assigned district.
- Planned and evaluated all work activities and performed research on various project information.
- Managed all public relation problem areas and administered district relationship.
- Coordinated with management team and informed employees on all district policies and programs.

Public Information Specialist
Louisville Metro Government, Sioux Falls, SD
March 2003 – April 2006

- Prepared speeches and correspondence for district on all new programs.
 - Planned and participated in various public meetings.
 - Managed mails and all routine correspondence.
 - Developed all related promotional materials for programs such as visual aids and brochures.
 - Coordinated with printers and artists and provided specifications for photographs and artwork.
 - Documented all information on grant applications and managed requests from general public.
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Education:

Bachelor's Degree in Public Relations
Walsh College, Troy, MI

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