

---

## 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
- 

### 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.
- 

### Education:

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

[Build your Resume Now](#)