
Public Relations Account Executive Resume

Job Objective

To enhance my skills and further my career by filling the position of Public Relations Account Executive in well-established organization.

Highlights of Qualifications:

- Huge experience at a hi-tech PR agency and in marcom department for hi-tech company
- Solid understanding of essential elements of effective marketing communications campaigns
- Familiarity with collateral, PR, advertising, direct marketing, Web, social media, etc.)
- Proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook, etc.
- Amazing writing, editing and proofreading skills
- Excellent communication and facilitation skills

Professional Experience:

Public Relations Account Executive
The TASC Group, Columbus, GA
August 2007 – Present

- Implemented and managed public relations strategies.
- Defined client problems, conducted brainstorming sessions and evaluated creativity of client and staff.
- Supervised account work performed by interns.
- Developed global outreach strategies.
- Assisted and supported creative development teams.
- Researched, prepared and disseminated media pitches.
- Created and maintained industry awards calendars.

Public Relations Account Executive
McCormick Company, Columbus, GA
May 2004- July 2007

- Maintained documents of ongoing projects.
- Reviewed projects status with the client and initiated new projects.
- Delegated work to writers and received approval from account manager and client.
- Obtained story placements, and maintained database of media contact information.
- Reviewed press clip compilations prepared for the client.
- Reported and resolved problems and issues.

Education:

Bachelor's Degree in Journalism
Central State University, Wilberforce, OH

[Build your Resume Now](#)