
PUBLIC RELATIONS ASSISTANT RESUME

Objective:

To obtain a Public Relations Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Ability to operate computers, copiers, fax machines, and phones
 - Ability to operate vehicle for local errands, deliveries and pickups
 - Ability to maintain confidentiality and make independent judgment
 - Ability to be in contact with media, celebrities and related agencies
 - Ability to plan and execute materials and logistics
 - Ability to maintain physical and digital archive of photos and press clippings
 - Detail oriented with the ability to manage multiple tasks simultaneously
 - Excellent interpersonal, written and verbal communication skills
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Work Experience:

Public Relations Assistant
Hunterdon Health Care, Denver, CO
August 2005 to till date

- Managed to sort and distribute mail with priority.
- Prepared media alerts and proofing, editing and distributing press releases and communication.
- Ensured to attend and help and coordinate with Public Relations tasks and projects.
- Assisted with projects as needed both within and outside functional department.
- Attended library events as necessary and oversees film crews and photo shoots.

Public Relations Assistant
Steve Branon, Denver, CO
May 2000 to July 2005

- Ensured to answer, evaluate, and direct calls from the press and public on a daily basis.
 - Assisted with story pitching, pre-interviewing and building relationships.
 - Distributed monthly library listings press releases as well as occasional press releases for other projects
 - Provided new media and digital support for Communications online projects.
 - Managed office technology and equipment, processed invoices and tracked petty cash and departmental budget.
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Education:

Associate Degree in Public Relations
St. Louis University, St. Louis, MO

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