
Public Relations Coordinator Resume

Job Objective

A well organized Public Relations Coordinator seeking a job in your company.

Highlights of Qualifications:

- Extensive experience in clinical programs and health policies
 - Wide knowledge of marketing research and support resources
 - Panoptic knowledge of MS Office and Adobe PDF programs
 - Solid understanding of web designing tools and social media tools
 - Immense ability to collect and review data trends
 - Extreme ability to understand event planning and public relations
-

Professional Experience:

Public Relations Coordinator
The Summit Group, Juneau, WI
August 2012 – Present

Responsibilities:

- Implemented public relations strategies and documented award submissions.
- Prepared and reviewed press releases and media briefings.
- Participated in client meetings and created editorial calendars.
- Maintained media lists and executed PR plans.
- Assisted in designing and editing of communication products.
- Conducted research of existing data trends to support management reporting.

Public Relations Coordinator
Neiman Marcus, Juneau, WI
May 2009 – July 2012

Responsibilities:

- Managed purchase orders and assisted in processing of invoices.
 - Coordinated departmental expenses and executed administration reception tasks.
 - Assisted in reconciling of event planning information.
 - Provided assistance in premium brand productions and event sites.
 - Implemented ordering of promotional and institute materials.
 - Prepared media advisories and conducted media interviews.
-

Education:

Master's Degree in Communications
Sul Ross State University, Alpine, TX

[Build your Resume Now](#)