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## Public Relations Executive Resume

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### Job Objective

To secure a position with an expanding company as Public Relations Executive where my education and experience can be utilized to the fullest.

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### Highlights of Qualifications:

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- Good expertise in creating visuals and graphics for executive presentations
  - Proficient in MS Office suite
  - Excellent business writing, communication, interpersonal, organization skills and multitasking skills
  - Strong presentation & superb writing skills
  - Ability to simultaneously manage multiple projects
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### Professional Experience:

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Public Relations Executive  
Daystar Inc., Portland, OR  
August 2007 – Present

- Developed and executed strategic communications to promote brand and enhance customer experience.
- Planned and implemented publicity with targeted print and broadcast media.
- Researched and created pitches, releases and briefing documents.
- Ensured proper execution of internal and external events.
- Managed event logistics and presentation development.
- Executed communication messages, strategies and presentation materials.

Public Relations Executive  
CyberCoders, Portland, OR  
May 2004- July 2007

- Selected and requested product samples for publishing in press.
  - Tracked product samples.
  - Promoted sales through product placement in all key Media.
  - Assisted in brand promotion campaigns, activities and events.
  - Monitored brand exposure, ensuring all communication and activity are on-brand.
  - Ensured momentum in sales activity and proper communication among all agencies.
  - Monitored all coverage by brand and report performance.
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### Education:

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Bachelor's Degree in Public Relations  
Southwest Minnesota State University, Marshall, MN

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