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## Public Relations Manager Resume

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### Job Objective

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Seeking an exciting and challenging position as a Public Relations Manager in a company where my skills and knowledge can be used to the fullest.

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### Highlights of Qualifications:

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- Extensive experience in developing and executing corporate PR campaigns programs
  - Skilled in creating and implementing media outreach and response strategies
  - Familiarity with PR materials, PR tools, PR measurement and social media tools
  - Proficient with Microsoft Office, Internet research and presentation development
  - Ability to identify and capitalize on public relations opportunities
  - Excellent writing and editing skills
  - Excellent communication and presentation skills
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### Professional Experience:

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Public Relations Manager  
Tenet Healthcare, Mahopac, NY  
August 2005 – Present

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### Responsibilities:

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- Managed news clip distribution, media inquiries, press release review and approval process.
- Ensured to ascertain alignment of activities with corporate communications goals and strategies.
- Prepared and edited press releases, bylined articles, media backgrounders, Web site content, whitepapers and other content for the media and external stakeholders.
- Managed the PR measurement and reporting process.
- Updated corporate information on Web sites and fact sheets.

Public Relations Manager  
HCA Healthcare, Mahopac, NY  
May 2000 – July 2005

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### Responsibilities:

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- Coordinated and attended press events and trade.
  - Developed media strategies to maximize coverage from enthusiast press.
  - Copied and edited press releases, media alerts and email pitches.
  - Assured that all communication materials are on-brand, on-message and on-strategy.
  - Administered the public relations specific to games and products.
  - Collaborated with game production team to coordinate development of PR plans and fulfillment of plan.
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### Education:

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Bachelor's Degree in Journalism  
Mineral Area College, Park Hills, MO

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