
Public Relations Officer Resume

Job Objective

Career minded Public Relations Officer with years of experience skills and the ability to work independently or as a team seeking position with well-established organization.

Highlights of Qualifications:

- Extensive experience in customer relationship management
 - Excellent communication and interpersonal skills
 - Great negotiating and time-management skills
 - Amazing ability to form relationships with clients
 - Remarkable ability to prioritize and multitask
 - Outstanding ability to produce video clips and audio netcasts
 - Uncommon ability to work with a wide range of highly trained researchers
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Professional Experience:

Public Relations Officer
Michigan Humanities Council, Stamps, AR
August 2005 – Present

- Planned, developed and implemented PR strategies.
- Researched prepared and distributed press releases to targeted media.
- Collated and analyzed media coverage.
- Prepared and edited in-house magazines, case studies, speeches, articles and annual reports.
- Supervised production of publicity brochures, handouts, direct mail leaflets, promotional videos.
- Organized events including press conferences, exhibitions, open days and press tours.

Public Relations Officer
Plan USA, Stamps, AR
May 2000 – July 2005

- Organized special events such as open days, visits, exhibitions and functions.
 - Conducted internal communication courses, workshops and media training.
 - Developed, edited and arranged production of newsletters, in-house magazines, pamphlets and brochures.
 - Developed and implemented communication strategies for the organization.
 - Planned public relations programs including the preparation of cost budgets.
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Education:

Bachelor's Degree in Public Relations
Daymar College, Owensboro, KY

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