
PUBLICITY ASSISTANT RESUME

Objective:

Seeking a position as Publicity Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Outstanding interpersonal and organizational skills.
 - Exceptional writing skills and attention to detail.
 - Proactive approach to problem solving.
 - Ability to prioritize and manage multiple tasks.
 - Strong interest in the book publishing industry.
 - Fluent in digital technology and social media.
-

Work Experience:

Publicity Assistant
Time Warner, Boxboro, MA
August 2005 to till date

- Assisted with planning, production and execution of local, national events and campaigns.
- Drafted pitch letters, press releases and media alerts.
- Administered daily telephone, email contact with local and national press and vendors.
- Maintained press contact database and client files.
- Assisted in distribution of press releases and client press kits and look books; and assisted with market research.
- Administered event support – event preparation and on-site execution.

Publicity Assistant
CBS Television Distribution, Boxboro, MA
May 2000 to July 2005

- Coordinated all internal and external communications effectively.
 - Developed and wrote press releases and pitch letters.
 - Ensured to author all questions and answers and issue press kits.
 - Demonstrated to read and evaluate book proposals.
 - Assisted on book publicity campaigns and lead editorial role on book projects.
 - Coordinated and managed events.
-

Education:

Associate Degree in Marketing
Northeastern University, Boston, MA

[Build your Resume Now](#)