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| **Jane RobertsonPublic Relations Coordinator** |
| jane.roberts@example.com |
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| **T:** 123-456-7890 |
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| JANEROBERTSON.com |
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| **Summary**A charismatic and persuasive PR specialist with 5+ years of marketing and social media management experience. Superb writer and presenter who has organized and delivered press releases to some of the most prominent tech companies. A team player capable of effectively working in a fast-paced environment. |

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| **Experience**Public Relations Coordinator — Example, Boston, MA* Expanded brand recognition to increase sales
* Collaborated with senior management in developing and executing public relations activities, including open days and television appearances
* Responsible for delivering and presenting an annual PR plan

Junior Communications Specialist — Company, Boston, MA* Developed and maintained a social media strategy to increase product recognition
* Prepped content for the web and media
* Helped prepare and organize press releases and public events
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| **EDUCATION****Bachelor of Arts: Communication**University of Arizona – Tucson, AZAugust 2003 – May 2007**sKILLS**Fluent in Spanish and French, Proficient in the full Microsoft Office Suite |
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