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| |  | | --- | | **Jane RobertsonPublic Relations Coordinator** | | jane.roberts@example.com | |  | | **T:** 123-456-7890 | |  | | JANEROBERTSON.com | |  | | **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. | |  | |  | | --- | | **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 | | **EDUCATION** **Bachelor of Arts: Communication**  University of Arizona – Tucson, AZ  August 2003 – May 2007 **sKILLS** Fluent in Spanish and French, Proficient in the full Microsoft Office Suite | |  | |