

OBJECTIVE

A public relations position involving program planning and coordination.

AREAS OF EFFECTIVENESS

Public Relations:

- Developed a promotional plan to attract new members to non-profit organizations.
- Coordinated publicity of special events with print, radio, and television media.
- Designed and produced promotional brochures for community fund raisers.
- Publicized special events and programs to constituent groups.
- Created multi-media instructional package for training program.
- Wrote and edited speeches and press releases.

Administration:

- Organized and supervised fund raising projects, raising \$50,000 annually.
- Designed and implemented membership campaign resulting in a 30% increase.
- Chaired public relations committee for nonprofit organization.
- Coordinated development and production of promotional materials.
- Planned and organized meetings, contests, and training programs.

Communication:

- Presented over 200 speeches in a seven-year period to a variety of audiences.
- Conducted meetings and chaired committees.
- Coached administrators in writing and presenting speeches.
- Taught creative writing to more than 250 students.

EXPERIENCE

Buffalo Public Schools, Buffalo, New York
English Teacher, 19xx-present

Irish Classical Theatre Company, Buffalo, New York
Executive Board Member, Chair Public Relations Committee, 20xx-present

Just Buffalo Literary Center, Buffalo, New York
Instructor, Creative Writing Workshops, 19xx-present
Membership Campaign Coordinator, 20xx-20xx

EDUCATION

State University of New York College at Buffalo
Master of Science in Creative Studies; Bachelor of Science in English Education

COMPUTER SKILLS

Microsoft Word, Access, Excel, PowerPoint, Publisher, Outlook, and Internet Explorer