

John Smith

555 Any Street • City, State 55555 • (555) 555-5555 • name@email.com

Professional Summary

Adaptable, multitask-oriented professional possessing 19 years of experience in media relations, communications, public relations and management. Excellent communicator who demonstrates the ability to develop and implement plans to successfully accomplish multiple objectives.

Professional History

National Ground Express, Driver

2003-present

Communications Manager, ABC County Hospital

2000-2003

Responsible for most of the internal and external communications for the hospital. Manage office budget and assist with the hospital web site. Built and strengthened relationships with all local and regional media outlets.

Responsible for all phases of producing a monthly internal newsletter, including writing, story ideas, layout and working with the printer.

Produce advertisements for newspapers and many other entities, including programs, special events and sponsorships.

Responsible for all phases of production of hospital brochures for various departments publicizing their services.

Director of Athletic Communications, Great State University

1990-2000

Responsible for overall office operation, including supervision of two full-time assistant directors. Managed office budgets and the department internet site. Maintained, enhanced and developed relationships with local, regional and national media members.

Coordinated all phases of publicity and communications for seven intercollegiate sports, including Div. I-A football and men's basketball teams. Wrote all press releases and produced media guides and game programs.

Successfully built, enhanced and developed new media relationships with many regional and national outlets. Managed and coordinated interviews and chaired the GSU Athletic Hall of Fame Committee.

Assistant Sports Information Director, Great State University

1988-1990

Coordinated and generated local, regional and national media exposure for 12 intercollegiate sports, with major responsibility for the men's ice hockey program. Responsible for meeting strict deadlines.

Produced all press releases and coordinated interviews for 12 sports. Also produced media guides and any special publications for those 12 sports.

Sports Information Director, ABC State University

1987-1988

Coordinated all aspects of office operations, including staff of student volunteers. Coordinated all phases of media relations for 11 sports with the main responsibility with the national championship men's ice hockey program.

Sports Information Director, XYZ State University

1983-1987

Assistant Venue Press Chief, U.S. Olympic Committee

1984

Education

Bachelor's Degree • Education/Sport Management • Super State University • 1983