

[Full Name]

Media & Communications Specialist

Creative and results-driven media professional with over 6 years of experience in content creation, public relations, and digital marketing. Proven ability to craft compelling narratives and manage media campaigns that increase brand visibility and engagement. Proficient in various multimedia tools and dedicated to delivering high-impact communication strategies.

Location

[City, State]

Phone

[Phone Number]

Email

[Email Address]

Website

[Website Address]

Experience

October 2021 – Present

Media Relations Coordinator | Global Communications Group | [City, State]

- Managed and executed media campaigns, leading to a 25% increase in media mentions for key clients.
- Wrote and distributed press releases, media advisories, and public statements to major news outlets.
- Served as the primary point of contact for media inquiries, building and maintaining strong relationships with journalists and editors.

November 2018 – September 2021

Content Creator | Digital Marketing Agency | [City, State]

- Produced engaging written and visual content for client websites, social media platforms, and blogs.
- Conducted market research to identify content trends and audience preferences, improving content relevance and reach.
- Collaborated with a team of designers and marketers to develop cohesive brand campaigns.
- Analyzed social media data to optimize content strategy and improve audience engagement.

Education

[University/College Name] | [City, State]

June 2018 | Bachelor of Arts in Mass Communications

Key skills and characteristics

- **Media & PR:** Media Relations, Public Relations, Crisis Communications, Press Release Writing
- **Content Creation:** Copywriting, Social Media Management, Video Editing, Photography
- **Software & Tools:** Adobe Creative Suite (Photoshop, Premiere Pro), WordPress, Hootsuite, Google Analytics
- **Soft Skills:** Excellent Written and Verbal Communication, Strategic Thinking, Creativity, Adaptability, Teamwork