



NOAH WILLIAMS

PR Assistant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Feedback Management



Copywriting



Writing For Web



Report Writing



Negotiation Skills



Media Relations



INTERESTS

👜 Fashion 🖥 Technology

⚽ Sports 🎬 Film

STRENGTHS

✅ Accountability ✎ Originality

🔄 Listening ⌚ Patience

LANGUAGES



ACHIEVEMENTS

★ Increased media coverage by 30% through targeted press outreach and relationship building.

★ Coordinated a promotional event that attracted over 500 attendees, enhancing brand visibility.

PROFESSIONAL SUMMARY

Dedicated PR Assistant with 2 years of experience in orchestrating media campaigns and enhancing brand narratives. Proven ability to cultivate relationships with stakeholders, create compelling content, and coordinate engaging events. Committed to leveraging social media for brand enhancement and community interaction, driving impactful communication strategies.

WORK EXPERIENCE

PR Assistant

📅 Apr / 2024–Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Supervised and trained over 75 communication volunteers for large-scale events.
2. Coordinated interviews with talent and managed media relations for various outlets.
3. Handled logistics for corporate meetings and events, ensuring all details were executed flawlessly.
4. Crafted press releases for company events, enhancing public awareness.
5. Compiled targeted media lists and conducted PR research to support outreach efforts.
6. Executed promotional campaigns in the entertainment sector, increasing brand exposure.
7. Collaborated with media outlets to set up promotions, contests, and giveaways.

PR Assistant

📅 Apr / 2023–Apr / 2024

Lakeside Apparel Co

📍 Chicago, IL

1. Contributed to a comprehensive public relations campaign aimed at increasing brand presence.
2. Organized events targeting college students to promote brand engagement.
3. Secured press coverage across national print and online platforms for independent films.
4. Generated and maintained media contact lists for effective outreach and follow-up.
5. Led a team to create a marketing campaign that significantly boosted volunteer participation.
6. Researched and digitized media clips for press reports to enhance visibility.

EDUCATION

Bachelor of Arts in Communication

📅 Apr / 2022–Apr / 2023

University of California, Los Angeles

📍 Toronto, ON

Focused on public relations, media strategies, and event management.