

ROBERT SMITH

PR Coordinator

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Motivated and highly productive PR Coordinator professional with a research background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and clients through outstanding interpersonal skills.

EXPERIENCE

PR Coordinator

InDesign - SEPTEMBER 2015 - 2020

- Pinterest Leads a committee in using print, broadcast, and online media to promote the womens service Soft skills organizations to the public.
- Responsible to coordinate with HR Administrator and Public Relation Officer to process employees new visa, labor card permit, insurance processing, renewal of passport, visa, labor card permit, and other documents required.
- Updated HRMS RakBank, Back Office Support, RakTech, and Out Source employees Updating PR Tracker, HR Mails, Omnidocs, Staff Data Preparing weekly reports and submit to the HR Manager.
- Tracked the pending visa cancellation, visa expiry, passport expiry, and Labour permit expiry.
- Reminded the employees to submit the required documents for renewal.
- Assisted social media manager in producing content; periodic coverage of various brand accounts.
- Developed and lead social media contests and sweepstakes.

PR Coordinator

Delta Corporation - 2013 - 2015

- Coordinated and planned major events for the sorority where over 5,000 students attended Established the #PrayForMika Event, raising over \$3,500 over .
- My job often included me serving as a spokesperson, managing the flow of information, and directing special presentations between the media and the .
- Fashion Assistant- Working in the Fashion Department has given me the experience to deal with live fashion, and entertainment presentations.
- My menial tasks included communicating with designers, models, and PR.
- Coordinate events between publications Coordinate classroom visits to promote OSM Attend events such as orientations to promote

interest in OSM.

- Support small-but-busy team in several key areas including public relations, marketing, creative analysis, events, consultation efforts and quality .
- Created press releases, community calendars, got donations, collaborated with & delegated a team to adhere deadlines, pitched to media for a non-.

EDUCATION

- GED

SKILLS

Microsoft Office, Adobe Suite, Project Management, Time Management, Team Leadership, Team Building, Social Media Marketing, Social Networking, Writing, Public Speaking, Editing, Customer Service, Event Planning, Illustrator.