

# ROBERT SMITH

## PR Coordinator

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Responsible for Supporting all pre-event and on-site logistics of assigned events including but not limited to invitation production, catering, dcor, photographers, seating, audio visual.

### **JUNE 2016 - JUNE 2016**

#### **PR COORDINATOR - ABC CORPORATION**

- Liaised with editors and stylists daily.
- Responsible for taking gift inventory and preparing gifts for distribution along with preparing domestic and international shipments.
- Accountable for sending out and returning samples.
- Assisted PR coordinator with the working front of house at the showroom.
- Pulled and prepared requested samples utilizing the Fashion GPS system.
- Maintained and organized showroom along with devising visual merchandise plans for samples to be presented to clients.
- Supervised and trained Public Relations interns.

### **2014 - 2016**

#### **PR COORDINATOR - DELTA CORPORATION**

- Social Media Coordinator, in charge of promoting on all social media platforms - Create, organize, and sell all show merchandise - Promote and market.
- Coordinated talent scheduling/logistics related to talent press appearances, special events, and other network needs.
- Managed departmental interns throughout the year.
- Organized the Taiwanese Night Market for 3,000+ attendees Acquired sponsorship from 10 corporate businesses including HTC and Zip Car Increased.
- The tourism department Published a monthly newsletter, translated for local government officials, and participated in panel speaker events.
- Gildas Club of Westchester, Prudential Spirit of Community Awards.
- Wrote press releases.

## **EDUCATION**

MS

## **SKILLS**

Microsoft, Excel, Customer Service, Communication.