

ROBERT SMITH

PR Intern

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Strive to provide services in an efficient way, pride in completing tasks with strong attention to detail, and handling time-conscious responsibilities with ease. These qualities have allowed to work and build long-lasting relationships within many professional industries.

EXPERIENCE

PR Intern

ABC Corporation - JUNE 2008 - AUGUST 2008

- Assisted in the organization of the showroom and the sizing of garments and accessories for stylists to pull quickly and easily.
- Returned and delivered garments to photoshoots, stylists, and clientele.
- Made sure that all garments were correctly checked out and in, and steamed and packaged accordingly.
- Helped in administrative tasks that included; stuffing envelopes and writing invites for events, typing out the press releases, and providing basic faxing, copying help to mentors.
- Confirmed the identity of guests entering the party.
- Made sure that all Hot 100 attendees were walked personally to the red carpet for photos.
- Assisted in the preparation for the door verification process of attendees with other interns.


PR Intern

Delta Corporation - 2007 - 2008

- Reported to Director of Public Relations and helped manage corporate client accounts Created Press Kits for clients, conducted client outreach to.
- Assisted in the execution of events for clients.
- Microsoft Word, Excel, Created strategic plans for clients in order to maintain positive image PowerPoint Assisted in event planning, message.
- Constructed and organized media contact lists Monitored news sites and online publications for client media coverage Recorded client coverage by.
- Assisted with lookbook photoshoot and preparations Composed press releases.
- Conducted interviews with members, assisted the Communications Coordinator in daily responsibilities, assisting other staff with office duties.
- Assisting in PR outreach.



EDUCATION

- Wardrobe Building - (Ohio State University)
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SKILLS

Proficient in Microsoft Office Suite, Cision, Critical.