Press Secretary

ROBERT SMITH

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Objective

As a Press Secretary, responsible for performing a wide range of duties to promote and supporting Justice mission of securing affordable, accessible, high-quality care for everyone provided by valued, respected healthcare workers everywhere.

Skills

Critical Thinking, Reading Comprehension, Speaking Skills.

Work Experience

Press Secretary

ABC Corporation - July 2000 – November 2008

- Served as spokesperson for the campaign.
- Responded to international, national, web, and local media inquiries.
- Researched current issues and legislative records of opponents.
- Drafted debate guide for candidates.
- Prepared and advised candidates on issues during participation in eight debates and rapidly changing economic and political climate.
- Managed other requests for information from potential voters and donors.
- Edited and wrote the content of campaign website, e-newsletters, direct mail pieces, and speeches to convey key messages of the campaign as reflected by polling data.

Press Secretary

Delta Corporation - 2015 – 2020

- Cultivated media contacts, placed stories, wrote briefing materials, responded to media inquiries, arranged interviews, and news conferences.
- Wrote news releases, developed media contacts, answered media inquiries, helped plan strategy, edited speeches and policy papers, set up interviews.
- Clerical work (typing, organizing the schedules, preparing for meetings, writing minutes) Wrote media correspondences and excerpts.
- Served as spokesperson for the Indiana Department of Education. Wrote and edited press releases, video scripts, publications.
- Built relationships with members of the press;
- Pitched proactive stories to the press highlighting the programs and initiatives of the agency
- Drafted agency press releases, media statements, Op-eds, letters to the editor, and other external communications.

Education

GED

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