



AMELIA MOORE

Corporate Communications Associate

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

SKILLS

Research Skills



Internal Communications



Networking



Strategic Communication



Storytelling



Social Media Management



INTERESTS

- 📖 Birdwatching 🧳 Traveling
🏆 Sports Coaching 🧶 Knitting

STRENGTHS

- 🔗 Pragmatism 🍃 Sensitivity
💖 Sincerity 📌 Stability

LANGUAGES



ACHIEVEMENTS

- 🌟 Developed and executed a press strategy that increased media coverage by 30% in one year.
- 🌟 Coordinated successful press events resulting in a 25% increase in attendance compared to previous seasons.

PROFESSIONAL SUMMARY

Results-oriented Corporate Communications Associate with two years of experience in developing impactful communication strategies. Expertise in media relations, content creation, and stakeholder engagement to enhance brand visibility. Passionate about building strong relationships and driving successful initiatives that align with organizational objectives.

WORK EXPERIENCE

Corporate Communications Associate

📅 Feb / 2024-Ongoing
📍 Chicago, IL

Blue Sky Innovations

1. Assisted in developing PR strategies to enhance brand visibility and reputation.
2. Manages the PR showroom and oversees sample distribution both domestically and internationally.
3. Implements press strategies that align with corporate marketing initiatives to support key objectives.
4. Plans and executes seasonal press events and previews to engage media and stakeholders.
5. Creates monthly fashion editorial placement reports, analyzing media coverage impact on business.
6. Develops partnerships with sales and design teams, sharing valuable editorial insights.
7. Recaps industry trends and competitor intelligence, identifying missed opportunities for future strategies.

Public Relations Associate

📅 Feb / 2023-Feb / 2024
📍 Chicago, IL

Lakeside Apparel Co

1. Managed all press and media communications at Chicago Shakespeare Theater.
2. Researched, created, proofed, and edited press releases for event openings.
3. Maintained relationships with press and community leaders, ensuring a professional image.
4. Communicated press coverage updates through company-wide messaging.
5. Designed contractor webinars using software applications, enhancing outreach efforts.
6. Created weekly email blasts for events, reaching over 100 individuals.

EDUCATION

Bachelor of Arts in Communication

📅 Feb / 2022-Feb / 2023
📍 Seattle, WA

University of Illinois

Focused on corporate communications strategies and media relations.