

SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS RÉSUMÉ ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLANCE TO REAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL

Matthew Stone

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OBJECTIVE

Post-Grad Public Relations graduate from Loyalist College seeking a full time Communications Specialist position with the Suburb Public Relations

QUALIFICATIONS

- Superior verbal and written communication skills
- Proven ability to think critically and problem solve
- Strong understanding of social media
- Extensive training in media relations
- Prior experience in event planning and project management
- Member of the IABC and CPRS

EDUCATION

Post-Graduate Public Relations Certificate Program

Loyalist College, Belleville, ON – 2014

- Courses taken include PR Writing, Media Presentations, PR Techniques, and Event Management

Justice Studies Diploma Program

Loyalist College, Belleville, ON – 2013

- Sample courses include Communications, Psychology, Sociology, & Political Science

RELATED EXPERIENCE

PR Intern, Engine Communications, Belleville, ON – 2014

- Planned and implemented clients marketing strategies through social media
- Assisted with set-up of off-site special events

Fundraising Coordinator, United Way Campus Campaign, Loyalist College, -2014

- Passionately engaged students and staff in fundraising activities to ensure goals were met
- Organized and facilitated the distribution of prizes for one day on-campus campaign
- Recruited local corporate sponsors to donate prizes for campaign
- Promoted campaign throughout campus utilizing creative marketing materials

Marketing Assistant, Slam Poetry Event, Loyalist College, -2014

- Marketed event to students and staff via email blitz
- Ensured event expectations were met by marketing to target audience
- Participated in the main event and writing workshop
- Created marketing materials in Photoshop and InDesign to be distributed throughout campaign

OTHER EXPERIENCE

Sr. Customer Service Consultant, Stream Global Services, Belleville, ON – 2011-2014