

JANIS JOBSEEKER

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Springfield, MO 65807

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SUMMARY OF QUALIFICATIONS

- Experience developing and managing public relations strategies for digital and traditional media
- Ability to work independently and to collaborate with customers, clients, and virtual teams
- Demonstrate commitment to public affairs, particularly ethical leadership and conflict resolution
- Proficient with various Social Media platforms, Adobe Creative Suite, and Microsoft Office

EDUCATION

Bachelor of Science in Public Relations May 20xx
Minor in Design
Missouri State University Springfield, MO
GPA 3.3/4.0
Distinguished Communication Scholar Award August 20xx–Present

RELEVANT EXPERIENCE

- Public Relations Volunteer** **January 20xx–Present**
YMCA, Jones Branch *Springfield, MO*
- Interview health experts for quotes to include in promotional materials and social media
 - Coordinate Public Relations campaign for Healthy Kids Day, including supervising volunteers
 - Use Hootsuite to manage Instagram, Facebook, and Twitter accounts; increased engagement 20% average
- University Ambassador** **March 20XX–Present**
Missouri State University *Springfield, MO*
- Lead approximately 25 campus tours for prospective students and their families, with groups sizes ranging from 10 to 25
 - Represent Missouri State University professionally at Showcase; market the University to prospective students and families by informing them of programs and services
- Director of Social Media and Publicity** **August 20xx–May 20xx**
Missouri State University, Student Government *Springfield, MO*
- Collaborated with university communications to implement a social media plan for organizations
 - Led a seven-member committee in co-sponsoring social media training
 - Oversaw Publicity Council, consisting of ten representatives from student organizations
- Resident Assistant** **August 20xx–May 20xx**
Missouri State University, Kentwood Hall *Springfield, MO*
- Supervised a floor of 30 students and ensured all residents adhered to campus policies
 - Planned more than 20 educational, social, and diversity programs
 - Mediated conflict between residents

COMMUNITY INVOLVEMENT

Community Involvement Committee, ABC Organization, Springfield, MO August 20xx–Present
Public Relations Volunteer, Discovery Center, Springfield, MO March 20xx–April 20xx

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