

DAVID W. THOMAS

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OBJECTIVE

To obtain an entry level public relations position with a non-profit organization

EDUCATION

Bachelor of Arts, Public Relations, May 20xx

Eastern Illinois University, Charleston, IL

Minor: Journalism

Cumulative GPA: 3.8/4.0

EXPERIENCE

Public Relations Intern, Eastern Illinois University

Office of Media Relations, Charleston, IL, May 20xx-present

- Write and edit press releases
- Create and write copy for posters and flyers
- Serve as the editor for a departmental newsletter
- Assist in the planning of university-wide special events, such as Founder's Day
- Schedule space, audio-visual equipment and program support equipment for university press conferences
- Maintain a database of over 500 media contacts

Creative Consultant, Public Relations Student Society of America (PRSSA), Eastern Illinois University, Charleston, IL, Jan. 20xx-May 20xx

- Served on a team of five students and designed publicity for the University Union
- Developed a publicity plan for promoting upcoming events

Public Relations Intern, United Way of Eastern Illinois, Mattoon, IL, May 20xx-Aug. 20xx

- Developed orientation session for new members
- Organized Fall and Spring Kick-Off events
- Assisted in the writing and editing of press releases and other promotional materials
- Created the advertising campaign for Annual Day of Caring

Public Relations Chair, Alpha Phi Alpha Fraternity, Eastern Illinois University, Charleston, IL

Aug. 20xx-May 20xx

- Designed all promotional materials for the organization
- Organized special events for fundraising
- Contacted local businesses to solicit sponsorship for events

SKILLS

Microsoft Word, Excel, PowerPoint, Access, Adobe InDesign, PhotoShop, Web Page Design, All Social Media Platforms; Basic knowledge of Spanish

ACTIVITIES

Public Relations Society of America (PRSSA), Golden Key National Honor Society