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BERNICE MOORE

Public Relations Specialist

ABOUT ME

As a Public Relations Specialist with a proven track record in strategic communication and media relations, I have expertise in crafting compelling narratives, building brand awareness, and managing complex PR campaigns. I bring a strategic eye to every project, ensuring consistent messaging and impactful results.

CONTACT ME

📧 bernice.moore@company.com | 📞 (555) 123-4567 | 📍 Los Angeles, CA

WORK EXPERIENCE

CERTIFICATIONS AND TRAININGS

Strategic Public Relations Certification
PR Institute | 2023

Event Management Training
Hospitality & Event Management | 2022

Public Speaking & Writing
Communication Institute | 2021

AWARDS AND HONORS

Outstanding PR Campaign Award
Marketing Excellence Awards | 2023

Top Performer Recognition
Company Achievement Awards | 2022

Best PR Strategy Award
Industry Conference | 2021

EDUCATION

Master of Public Relations
University of California | 2020

Bachelor's Degree
Communication Studies | 2018

Public Relations
Bachelor's Degree | 2016

EDUCATION

University of Southern California
Bachelor's Degree | 2018

California State University
Bachelor's Degree | 2016

Public Relations Specialist

Managed all external public relations, including media inquiries, press releases, and crisis communication.

Communications Coordinator

Coordinated all internal and external communications, ensuring consistency and clarity.

Event Marketing

Organized and executed promotional events and campaigns, driving brand awareness.

EDUCATION

Master of Public Relations
University of California | 2020

Bachelor's Degree in Public Relations
California State University | 2018

Resume Template Macbook Guide

RJ Shavelson



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revamped for the times technology and the recession The recession has made finding a job harder than ever Everything now takes place online and a resume preparation is different than even a few years ago This new edition has changed with the times focusing on what's most important in an electronic resume Full of successful resume samples and cover letters the book also focuses on the key words and phrases that will bring readers resumes to the top of the HR pile More than 100 samples of real life resumes and cover letters many of them new Founded in real life experience without the rigid resume writing rules of other guides Ideal for all job seekers from new grads to the laid off worker new mothers to senior citizens

The Damn Good Resume Guide, Fifth Edition Yana Parker, Beth Brown, 2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today's job market including Contemporary sample resumes all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown's ten easy steps and you'll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results

Creating Your First Resume Kathryn K. Troutman, 2015-08-05 Written in a workbook style with brand new resume samples for each type of entry level and that represent the push toward STEM technical programs to provide training and certifications for high school students It includes effective material for training in technical programs and high school career classes It contains fully updated information with recent resume examples and is presented in clear plain language with directions and suggestions for creating the best resume possible for the job seekers experience

Knock 'em Dead Resume Templates Martin John Yate, 2014 On the list of things you want to do in life writing a resume is right up there with hitting yourself in the head with a hammer Yet your resume is the most financially important document you will ever own When your resume works you work and when it doesn't you don't either It's that simple Knock em Dead Resume Templates shows you how to write a killer resume and includes 105 ready to use Microsoft Word resume templates You get resume writing advice from a New York Times career bestseller plus 105 Microsoft Word resume templates This is a winning combination that

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The Complete Idiot's Guide to the Perfect Resume Susan Ireland, 2006 An updated and revised edition of one of Alpha Books top career guides helps readers put together an attention grabbing resume that will help land them their dream jobs The book includes dozens of sample resume styles an action plan for a successful job search and professional advice on creating cover letters finessing the toughest interview and writing thank you and follow up letters More concise step by step information for creating a resume for a variety of commonly faced situations including career change employment gaps age discrimination and layoffs An increased emphasis on the combination resume the chronological format with skill headings within each job title section which has become one of the most widely accepted formats by employers Arms job seekers with a clear understanding of the principles of creating a great resume allowing them to adapt and apply those principles to their own personal situation no matter how difficult that situation may be

The Guide to Basic Resume Writing Public Library Association, VGM Career Books (Firm), 2004 All of your educational professional and personal accomplishments will not help you get a job if you cannot condense that information in a concise polished resume And while you may think resume writing is not one of your strengths it is the skill that will do the most to get you to the next step the job interview With so much riding on the resume you need help from the experts Just follow the simple steps in this book and in no time you will produce a document that skillfully summarises your qualifications and separates you from the rest of the pack

The Damn Good Resume Guide Yana Parker, 1983 Yana Parker has helped hundreds of thousands of job seekers write and refine their resumes to damn near perfection Her resume guides have been praised for their user friendly style and savvy advice and rightly so have become staples in libraries career centers and employment offices nationwide Now in this fully revised and updated edition of the best seller you can quickly garner resume writing wisdom by following 10 easy steps to a damn good resume Also included are completely new sections on formatting resumes and submitting resumes over the Internet Here is a resume guide you can count on to help you get that resume done fast and get it done right

The Resume.Com Guide to Writing Unbeatable Resumes Warren Simons, Rose Curtis, 2003-08-22 The nation's 1 online resume service offers its exclusive

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