

# Ruth Thompson

Public Relations Assistant

## CONTACT

(555) 678-1234

ruth.thompson@email.com

United States, Schenectady, NY

## EDUCATION

2020 - 2024

### Bachelor of Arts in Public Relations

State University of New York at Albany,  
United States

#### Relevant Coursework:

- Media Relations
- Strategic Communication
- Public Relations Writing
- Crisis Management
- Event Planning

#### Academic Achievements:

- Dean's List: 2021, 2022
- PRSSA Member
- Awarded Best PR Campaign Project

2018 - 2020

### Associate of Science in Communication

Schenectady County Community  
College, United States, NY

### Introduction to Public Relations Certification

Coursera, Issued: January 2023

## PROFESSIONAL SUMMARY

Detail-oriented and proactive Public Relations Assistant with a solid foundation in PR principles and communication strategies. Eager to apply academic knowledge and internship experience to support dynamic PR campaigns and enhance brand visibility.

## EXPERIENCE

**Public Relations Intern** 2023 - 2023

City PR Agency, United States, Albany, NY

- Assisted in drafting press releases, media advisories, and promotional materials.
- Supported event planning for client product launches and press conferences.
- Conducted media research and maintained media contact lists.
- Monitored media coverage and compiled daily media reports.

**Communications Assistant (Part-Time)** 2022 - 2023

University at Albany, United States, NY

- Created content for the university's newsletters, website, and social media platforms.
- Assisted in organizing and promoting university events, including guest lectures and student activities.
- Coordinated with various departments to gather and distribute information.

## SKILLS

Communication ★★★★★

Public Speaking ★★★★★

Media Relations ★★★★★

Social Media Management ★★★★★

Networking ★★★★★

Media Monitoring ★★★★★

Interpersonal Skills ★★★★★

Creative Thinking ★★★★★

Editing ★★★★★

Research ★★★★★

Time Management ★★★★★