

# Jennifer Jensen

222 Second Street, Charleston, SC, 22222 | j.jensen@email.com | (222) 222-2222

Forward-looking public relations specialist with seven years of success handling a myriad of job duties. Skilled at maintaining media relations and communicating with the public. Provides honest but respectful input on corporate image considerations. Develops campaigns that publicize organizations' efforts in a positive, tactful manner.

## Education

### Bachelor of Science in Public Relations

Atlanta University, Atlanta, GA,  
September 2010 - June 2014

## Key Skills

- Schedule management
- Media relations
- Speechwriting
- Press release creation

## Professional Experience

### Public Relations Specialist

Charleston Squirrels, Charleston, SC | October 2017 - Present

- Arrange pregame and postgame media availability for the Charleston Squirrels baseball team's players and coaches, scheduling approximately 300 sessions per six-month season
- Coordinate one-on-one interviews and accompany players and coaches when appropriate
- Draft press releases on player transactions, injuries, and similar matters
- Oversee the team's philanthropic fundraising events, generating \$3 million in donations for the team's chosen charitable causes to date
- Respond to 100+ media and fan inquiries per week

### Public Relations Assistant

RKR Global Solutions, Raleigh, NC | July 2014 - September 2017

- Annually drafted four end-of-quarter update speeches for CFO
- Researched organization's media coverage and delivered weekly updates to public relations manager
- Reviewed press releases for grammatical and factual accuracy
- Conducted polling and provided input on the organization's logos and slogans during 2015 rebranding effort
- Managed calendars covering executives' event and interview commitments, totaling 300+ engagements per year