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| GC Summary Creative, organized, detail- oriented, self- driven Public Relations Coordinator and Executive Assistant. RELEVANT SKILLS Google Analytics  Search Engine Optimization  Content Creation  Video Editing EDUCATION Bachelor of Arts in Advertising & Public Relations  Loyola University Chicago, 2015 | |  | | --- | | grace carlislepublic relations coordinator | executive assistant |  Experiencepublic relations coordinator and executive assistant • mort meisner associates • august 2022 – present Develop and execute public relations strategies for clients across industries in close collaboration with company President and CEO.  Create and pitch new client proposals.  Foster and maintain relationships with relevant media professionals.  Coordinate client meetings and check ins.  Write, edit, and pitch news releases.  Manage incoming media requests and coordinate content placement and media coverage in relevant and appropriate media outlets.  Update company website using WordPress.  Track and update client contracts, billing schedules, and media placements.  Assist in the purchase of advertising spots on TV, radio to enhance campaign effectiveness and brand recognition.  Coordinate billboard advertising.  Handle all administrative tasks companywide.   PARAPROFESSIONAL • ROYAL OAK SCHOOLS • 2016 – 2022 Communicated and collaborated with educators across grade levels to provide exceptional student support.  Offered students personalized educational, behavioral, and emotional support.  Planned and lead activities to develop students’ physical, emotional and social growth.  Utilized various instructional approaches to increase student participation and assess learning styles. |