

JAMES CARPENTER

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Public Relations Professional

PROFILE

- More than 10 years of outstanding public relations experience.
- Straightforward and persuasive communicator; able to tailor approach to meet the needs of specific audiences.
- Highly motivated and self-directed; able to work independently and as part of a team to achieve organizational goals.

EXPERIENCE

2005-11

Sierra Country Club, West Hartford, CT

Public Relations Manager

- Acted as spokesperson on radio and television programs to promote the Club's annual charitable ball.
- Planned and coordinated numerous public relations events, resulting in a significant increase in membership.
- Wrote and persuasively presented proposal to collaborate with Windsor Golf Club in putting on a golf tournament, which resulted in more than twice the publicity of previous tournaments.
- Acted as liaison between departments, working closely with staff to meet organizational goals.

2000-05

ACT Agency, Meriden, CT

Public Relations Specialist

- Managed publicity campaigns for more than 30 clients a year.
- Established a strong client base by maintaining superior client-focused service.
- Met regularly with team to discuss concerns and develop solutions for specific client needs.

1998-00

Quigley Office Products, Danbury, CT

Marketing Representative

- Worked closely with sales department to develop marketing materials for new products.
- Collaborated with tradeshow committee members to plan and produce marketing events such as welcome receptions and VIP parties.

EDUCATION

MBA, Marketing
New York University, New York, NY

COMMUNITY SERVICE

Steering Committee Member, Freebird International, 2010-pres.
Spokesperson, Golf Clubs of America, 2004-pres.

[Note: This resume was created using author & sponsor Susan Ireland's [Ready-Made Resumes.](#)]