

Michael Williams

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Objective

Assist an organization in building mutually beneficial relationships with the publics it depends on for its success.

Summary

- Background in event coordinating.
- Educated in layout and design.
- Experienced in Adobe Products including: Photoshop, Illustrator, and InDesign

Education

8/07 - Present

Bachelor of Arts degree, Edinboro University of Pennsylvania

Major: Journalism and Mass Communication - Public Relations. Minor: Political Science
Anticipated graduation: May 2011

Practical Experience

8/09 - Present

PRSSA Treasurer & Webmaster, Edinboro University of PA

- Responsible for depositing and withdrawing money, as well as reporting account information to the chapter
- Develop and maintain the chapter's web site
- Design brochures and logos for various clients taken on by the chapter.
- Write press releases

10/07 - Present

PR Director and Technician, Boro Tech Squad, Edinboro University of PA

- Create and promote social media pages to increase student awareness of technology services provided on campus
- Produced self-help tutorials videos using Adobe Premiere Pro
- Help fix students computer problems such as virus related issues and network connectivity issues

1/10 - Present

Bowl-o-rama Committee Member, WCTL Radio, Waterford PA

- Help plan and implement a fund raising event
- Organize volunteers and manage banquet setup

9/09 - 1/10

3-on-3 Event Coordinator, Bethel Christian School, Erie, PA

- Organized a fund raising basketball tournament to raise money for the renovation of the Bethel Christian School multipurpose facility
- Solicited businesses for sponsorships and donations
- Designed logo, print materials, sponsorship forms
- Organized teams, create brackets and direct participants

10/08 - 5/09

Designer and Pressman, Stable Printing Ministry, Girard PA

- Designed print materials for clients, including brochures and covers
- Utilized Adobe InDesign to create plates ready for print

Other Employment

5/07 - 8/09

Crew Supervisor, Bert's Hometown Fencing, Erie, PA

- Lead crews of workers in constructing fences across Erie County.
- Communicate with homeowners concerning changes or complications.

For online portfolio, visit <http://mikewilliams.us>