**José Alvarez**

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555-555-5555

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**Summary**

Passionate and dedicated communications professional with 6 years of experience seeking a position with a nonprofit organization where I can apply my public relations skills and my passion for philanthropy.

**Professional Skills**

* Public relations management
* Corporate communications
* Team leadership
* Interpersonal communications
* Process streamlining

**Experience**

**Public Relations Manager, The Volunteer Foundation, 20XX–Present**

* Plan and direct public relations programs to create a positive public image for The Volunteer Foundation.
* Manage PR staff and act as mentor to junior public relations personnel.

**Public Relations Specialist, The Volunteer Foundation, 20XX–20XX**

* Supported the PR team to ensure all fundraising efforts, local events and other special projects met the organization’s brand guidelines and upheld a favorable public image.
* Managed a team of 10 volunteers.

**Communications Coordinator, ABC Company 20XX–20XX**

* Increased brand visibility through various marketing efforts, including social media campaigns and digital advertising efforts.
* Helped conceptualize and distribute printed marketing materials.

**Education**

Texas State University, Bachelor of Arts in Journalism

20XX

**Volunteer Work**

American Red Cross, Disaster Volunteer, Public Affairs, 20XX–Present