**José Alvarez**

1234 Main Street

Houston, TX 77002

 jalvarez@email.com

**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.

**Experience**

**Public Relations Manager**

The Volunteer Foundation, 2017–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, 2015–2017

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 2013–2015

Increased brand visibility through various marketing efforts, including social media campaigns and digital advertising efforts.

Helped conceptualize and distribute printed marketing materials.

**Professional Skills**

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

**Education**

**Bachelor of Arts in Journalism**

Texas State University,

**Volunteer Work**

* American Red Cross
* Disaster Volunteer
* Public Affairs, 2016–Present