

Matthew Southern

442 Horobin Street ♦ Sudbury, ON P3C3S7 ♦ (705) 698-1727 ♦ themattsouthern@gmail.com

Objective

Full time or part time position allowing for parlay of demonstrated public relations, marketing, event planning, communication, and project management skills acquired through four years of post-secondary education.

Profile

- Enthusiastic, resourceful, and trainable recent graduate with academic background in public relations and internship experience as a non-profit Program Coordinator's/Event Planner's assistant.
- Offer old-fashioned work-ethic and excellent prioritization abilities developed through balancing of rigorous academic and employment objectives throughout college and university years.
- Professionally committed and responsible. Adapt easily to new situations. Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.
- Maintain focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.

Skills Summary

Professional with four years education and experience in areas such as:

- | | | |
|---------------------------|-------------------------|----------------------|
| ♦ Internal Communications | ♦ Customer Service | ♦ Strategic |
| ♦ Report Preparation | ♦ Media Relations | Communications Plans |
| ♦ Written Correspondence | ♦ Special Events | ♦ Presentations and |
| ♦ Graphic Designing and | ♦ Social Media | Speechwriting |
| Desktop Publishing | ♦ Online Communications | |

Professional Experience

COMMUNICATION: WRITTEN/ORAL/ONLINE

- ♦ Work with organizations to increase visibility and promote transparency through public relations writing, social media and special events.
- ♦ Prepare complex reports for organizations, ensuring full compliance with agency requirements and tight deadlines.
- ♦ Design professional publications and promotional material using the Adobe Creative Suite software.
- ♦ Assisted in the coordination of board meetings, special events and city-wide initiatives.
- ♦ Rapidly learn and master varied computer programs and web architecture. Can work with Mac and PC operating systems. Adept at graphic designing, desktop publishing, word processing and data management software.

Employment History

CHAPTERS INDIGO BOOKS & MUSIC INC.

Head Cashier, January 2011 – Present

SUDBURY RAINBOW CRIME STOPPERS – Sudbury, ON

Student Intern, May 2010 – July 2010

CAMBRIAN COLLEGE – Sudbury, ON

Library Clerk, 2008 to 2010

FUTURE SHOP – Sudbury, ON

Merchandise, 2005 to 2008

Education

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY – Sudbury, ON

Public Relations Three-Year Advanced Diploma – Class of 2010

LAURENTIAN UNIVERSITY – Sudbury, ON

Communication Studies B.A. – Class of 2011