

**Cassandra M. G.  
Mahoney**

4410 Sherborne Road  
Tallahassee, FL 32303  
(443) 722-2589  
xmahoneyx@aol.com

**Objective**

To obtain employment in the field of Communications/Public Relations

**Employment History**

**Web Content Manager/Project Manager**

2005 - present Florida Department of Environmental Protection, Tallahassee, FL

- Managed multiple marketing projects.
- Assisted with marketing public/private agency partnership programs.
- Wrote a communications plan for agency's Web site.
- Wrote the Web Content Guide for agency.
- Responsible for proofing various agency publications.
- Assisted with the preparation of various agency events.
- Maintained multiple Web sites.

**Communications Assistant**

2004 - 2005 FSU Foundation, Tallahassee, FL

- Wrote donor profiles featured on Web site.
- Responsible for Web site updates.
- Wrote communications plan introducing a new policy to donors.
- Conducted a donor survey.

**Public Relations Intern**

2003 NOAA Fisheries, Silver Spring, MD

- Wrote press releases, fact sheets and media advisories.
- Fielded national and local media inquiries.
- Facilitated media interviews.
- Developed a "Media Center" Web site.
- Assisted with the planning and implementation of a national conference.

**Clerical Assistant**

2000 - 2003 Digestive Disease Clinic, Tallahassee, FL

- Responsible for medical records.

**Education**

2007 Florida State University, Tallahassee, FL

- M.S. in Political Science
- Program: Applied American Politics and Policy

2003 Florida State University, Tallahassee, FL

- B.S. in Communication
- Program: Public Relations

**Other Experience**

- Proficient in Microsoft Office.
- Experienced in Adobe Photoshop, Adobe Illustrator, Adobe Acrobat Professional, Microsoft FrontPage and HTML.

**References**

References are available on request.