

SCOTT A. NOBLE
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HIGHLIGHTS OF QUALIFICATIONS

- Exceptional writing and proofing ability. Different types of writing include journalistic writing, news releases, feature-style articles, scripts and writing to a variety of publics.
- Variety and depth of life experiences with many different publics.
- Can lead or support as a team player – strong interpersonal skills.
- Computer skills: MS Office, Internet searching, graphic design programs.

EDUCATION

Bachelor of Arts in Communication Arts
University of West Florida – Pensacola, FL

August 2008

Specialty: Public Relations Minor: Psychology

Graduated Cum Laude, 3.6 GPA - Dean's or President's list all terms while working part-time.

Relevant Academic Courses

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| ▪ Public Relations Principles | ▪ Business and Professional Communication |
| ▪ Professional Publication Design | ▪ Microcomputer Applications |
| ▪ Creative Non-Fiction (short essay) Writing | ▪ Public Relations Writing |
| ▪ Crisis Public Relations | ▪ Newspaper Reporting |
| ▪ Social Psychology | ▪ Integrated Communication Research |
| | ▪ Communication Law |

SKILLS AND ABILITIES

Writing and Communication

- Message communication: writing news releases, creating fact sheets and other publications, crisis planning/management and special events. Can support these functions with interviews, research, graphic design and photography.
- Tailor and communicate key messages to specific publics using information gathered from various sources.

Customer Service

- Worked in a professional manner with all types of customers for years as an alarm technician, retail associate, and later as a communications intern. Made customers feel at ease and always addressed their concerns when possible – handling complaints, questions, and other situations well.
- Communicate and work well with management.

Management

- Managed small business, making it more organized and profitable.
- Prepared books periodically, advised owner on hiring-firing employees, purchasing, fixed and variable costs. Some accounting.

Computer Skills

- College courses included programming and more in-depth computer studies than required for Communication Arts.
- Microsoft Excel, Access, Publisher, PowerPoint.

EMPLOYMENT HISTORY

April 07 - present	Machinist	Micro Systems, Fort Walton Beach, Fla.
May 08 – Aug. 08	Public Information Assistant Intern	Santa Rosa County Public Information Office, Milton, Fla.
Jan. 05 – June 05	Newsroom Intern	Northwest Florida Daily News
July 00 – Aug. 02	Alarm Technician	Westec Security, Fort Walton Beach, Fla.
Feb. 99– Dec. 99	Alarm Technician	Interlink Security, Destin, Fla.