

# ANDREW ADAMS

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## ~ SUPERVISORY PUBLIC AFFAIRS SPECIALIST ~

Department of Homeland Security

**Pay Scale and Grade:** GS-15

**Citizenship:** US Citizen

### QUALIFICATIONS PROFILE

*Service-focused, performance-driven, and multifaceted professional, offering comprehensive experience in managing communications strategies, public relations campaigns, and stakeholder engagement.*

Adept at overseeing high-impact communications campaigns, managing crises, and implementing public affairs strategies that support organizational objectives, regulatory compliance, and community engagement. Effective at creating and implementing long-term communication plans that promote a positive public image and facilitate the achievement of key organizational objectives. Noted for a proven ability to handle media relations, including managing press inquiries, drafting press releases, and responding to media coverage to protect the organization's image. Highly committed to cultivating and maintaining effective relationships with government agencies, external stakeholders, advocacy groups, regulatory bodies, community leaders, and the media.

### CORE COMPETENCIES

*Public Relations Management | Content Development and Editing | Press Release Writing | Workflow Optimization  
Speechwriting and Presentation Development | Community Outreach and Engagement | Government and Policy Communication  
Graphic and Multimedia Content Creation | Public Speaking and Media Training | Legislative Affairs Communication*

### PROFESSIONAL EXPERIENCE

#### **Federal Emergency Response Agency | 1111 Main Street, Torrance, CA 11111**

External Affairs Advisor, *Region IX | Incident Management Assistance Team (IMAT)* | Hours per week: 40 07/2016– Present

- Support Region IX external affairs functions, which involve planning communications strategies and outreach during emerging incidents threatening lives and property in partnership with state and local public affairs across American Samoa, Arizona, California, Guam, Hawaii, the Commonwealth of the Northern Mariana Islands, and Nevada.
- Partner with territorial and state counterparts to develop and execute equitable messaging strategies for federal disaster assistance, while handling ESF-15 external affairs functions, providing situational awareness, and responding to media such as social, print, and broadcast on local, state, and national disaster response and available federal assistance.
- Prepare briefing materials and updates for leadership, congressional staff, and local officials, fostering relationships with media outlets and attending town hall meetings to support recovery objectives.
- Assess abilities for media interviews on disaster response and recovery, including FEMA programs such as public assistance, individual assistance, mitigation, and long-term recovery, while overseeing emergency response communications, including news releases, fact sheets, and advisories across media platforms.
- Coordinate with FEMA, federal agencies, state and local partners, and volunteer agencies to ensure aligned disaster response operations in offering counsel, media strategies, and arrange expert interviews with media outlets serving affected areas.
- Collaborate with state and tribal counterparts through training, exercises, and strategic meetings to improve disaster response procedures, while capturing the lessons learned to inform future planning efforts and develop best practices for future events.
- Assigned as lead media relations specialist to New York City after Hurricane Sandy, overseeing multilingual staff training in Manhattan and ensuring effective dissemination of federal disaster assistance information.
- Guide FEMA external affairs staff, preparing materials such as press releases, media availabilities, and speeches for senior leadership while addressing time-sensitive media inquiries, aligning with FEMA Qualification System (FQS) standards, assessing staffing adequacy, and verifying adherence to the incident command system (ICS) structure supporting state and federal coordinating officers' objectives.
- Facilitate media and spokesperson training for disaster field staff during Hurricane Michael in Florida, organize workloads, carry out team briefings on operations, and handle training documentation in position task books (PTBs).

- Aid legislative testimony in Vermont by advising senior leadership on FEMA processes, service delivery, and ICS compliance while training media relations staff and coordinating field operations.
- Coordinate with federal, state, and tribal partners in Alaska on housing missions for Yukon River flood survivors, creating effective media strategies and fostering cooperative relationships with tribal and state coordinators as well as providing intergovernmental guidance to leadership on disaster policies and procedures.
- Keep readiness and response capabilities during steady-state operations by integrating Region IX external affairs efforts with FEMA’s mission objectives, while resolving unique challenges in remote locations such as Guam, American Samoa, and the Commonwealth of Northern Mariana Islands, and supporting over 157 sovereign tribal entities with participation in IMAT exercises, workshops, and training to enhance team response capabilities for disaster events.
- Take note of key insights during lessons-learned activities to streamline future events, identify opportunities for best practices, and support ongoing planning efforts.

**Career Highlights:**

- Improved disaster field operations in Alabama, Alaska, California, Kentucky, Missouri, Minnesota, Mississippi, Massachusetts, North Carolina, Oklahoma, South Carolina, and Vermont through External Affairs support, while coordinating with senior FEMA officials to implement operational strategies in response, recovery, and mitigation.
- Drove media outreach efforts, organized town hall meetings, and facilitated communication with local shelters and community stakeholders in maximizing public access to disaster-related information.

**Statewide Political Campaign Committee | Huntsville, AL**

Communications Director, *2014 General Election* | Hours per week: 40

- Acted as senior advisor to Dr. Parker Griffith, Democratic nominee for Governor of Alabama, overseeing media training and coordinating regional and statewide press events.
- Provided advice on strategic communications and facilitated interviews with print, broadcast, radio, and online media outlets across the state.

**Career Highlight:**

- Contributed to refining candidate messaging, resulting in improved polling numbers during an unsuccessful gubernatorial campaign.

**EARLIER CAREER**

**Municipal Government Office | 1111 Main Street, Torrance, CA 11111**

Development Coordinator, *Planning and Development* | Hours per week: 40 02/2008–12/2008

**Regional Newspaper Publishing Company | 1111 Main Street, Torrance, CA 11111**

Reporter | Hour per week: 40 12/2007–02/2008

**Private Consulting Firm | 1111 Main Street, Torrance, CA 11111**

Chief Executive Officer | Hours per week: 40 01/2000–12/2007

**Nonprofit Community Services Organization | 1111 Main Street, Torrance, CA 11111**

Director of Development | Hours per week: 40 07/1993–07/1999

**Regional Newspaper Publishing Company | 1111 Main Street, Torrance, CA 11111**

Reporter and Editor | Hours per week: 40 07/1988–07/1993

**EDUCATION**

**Bachelor of Science in History and Journalism, 1987**

*Sample University | Tallahassee, FL 32307*

**PROFESSIONAL DEVELOPMENT**

**External Affairs Officer Qualified**

Federal Emergency Response Agency

**AWARD**

**Administrator’s Award**

Operation Artemis, Unaccompanied Children's Mission