

Suzanne J. Kohout

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EXPERTISE

Highly skilled, independent and creative Event and Public Relations manager with more than eight years in all facets of communications. Key strengths in organization and marketing. Extensive exposure to multinational corporate events. Demonstrated expertise in event promotions and parties, tours, brand marketing, community relations, journalism, corporate training and development.

PROFESSIONAL EXPERIENCE

Freelancer

August 2006 – current

Prague, Czech Republic

Researches and writes feature stories for Lifestyles (Czech Edition) magazine, coordinated meetings for ATOZ Marketing Services and edited English brochure copy for Media Solutions and Sport-S, s.r.o.

Gallery Assistant

September 2009 – February 2010

Manto Gallery, Czech Republic

Part time promoter and tour guide for incoming tour agency groups and corporate groups. Produced communication and marketing materials. Performed administrative and reception duties.

Event Production Manager

April 2008 – June 2009

Prague Adventures, Czech Republic

Lead the planning and organization of ½ day to multi-day corporate team development, company incentives and children's programs. Composed proposals, designed programs, researched venues and negotiated budgets.

U.S. Air Force Public Affairs Officer

June 2001 – July 2006

Pentagon Public Affairs Assistant Manager

Responsible for marketing public affairs strategies to enhance public, family and employer support for the Air Force Reserve mission. Developed a handbook, web content and magazine articles highlighting 36 Reserve office missions and their involvement within their communities.

Air Force Space Command Community Relations Supervisor

In charge of the community relations program, which maintains a high profile in the community and citizen outreach via, annual sporting venues, education and recruiting events, trade shows, and civic leader tours.

21st Space Wing Media and Internal Project Supervisor

Led 5-person, award-winning team during the development of communication programs for media and community relations programs, employee communication efforts and targeted marketing strategies.

SELECTED ACHIEVEMENTS

- Meritorious service medal for leadership roles at the Pentagon's Air Force Reserve Public Affairs Office.
- Best Media Division office under Air Force Space Command headquarters for coordinating national and international media queries and responses during Columbia Accident Investigation Board.
- Best Internal Division office under Air Force Space Command headquarters for efforts that produced weekly newspaper for corporation-sized company (8,500+ circ).

EDUCATION

Charles University, Prague, Intensive Communicative Czech, 2006-2007

Department of Defense Information School, Ft. Meade, Md., Public Affairs Officer Course, 2001

Pennsylvania State University, Bachelor of Arts, Telecommunications, 1996-2001

Charles University, Prague, Czech Republic, Council on International Educational Exchange, 1999

SOFTWARE KNOWLEDGE

MS PowerPoint, MS Word, MS Outlook