

Alvin E. Burzynski

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Highlights of Qualifications

Thirteen years of professional public affairs, public relations, and management experience
Background in event management, marketing, promotion, community affairs, and media relations
Strong communication, and presentation skills; self-motivated, dependable, and people oriented
Knowledge of a vast number of computer applications (office productivity, desktop publishing, interactive multimedia, photo and video editing)

Professional Experience

Management/Administration

- Successfully coordinate and implement numerous informative Veterans Affairs benefits workshops and develop support program for Global War on Terrorism servicemembers, their families, and veterans. (www.welcomehomewarrior.org)
- Develop, execute, and manage Global War on Terrorism Seamless Transition Program for the Chalmers P. Wylie Veterans Affairs Outpatient Clinic – Columbus
- Manage and assist over 400 Soldiers with executing local and national community awareness programs as part of the Army's Total Army Involvement in Recruiting (TAIR) program.
- Recruit, manage, and train reporters and interactive content providers for SportsNet Ohio; clients include: Columbus Crew, Columbus Quest and Thomas Dooley (doileysoccer.com)
- Experience in all aspects of event management including developing budgets, logistics, security, safety, coordination of activities, recruitment of volunteers and publicity.
- Develop, contribute, and oversee local community and national community awareness campaigns for the Department of Veterans Affairs.
- Create a multitude of business plans, marketing plans, public affairs plans, and promotional strategies for governmental, private sector, and non-profit entities.
- Produce office policies and procedures in order to ensure efficiency of operations.
- Trained Army enlisted and high ranking officers and Veterans Affairs personnel in the art of media relations and crisis management.
- Responsible for managing, handling, and responding to all media inquiries received by the U.S. Army Columbus Recruiting Battalion and the Chalmers P. Wylie Veterans Affairs Outpatient Clinic – Columbus (OH).

Marketing and Promotion

- Coordinate media appearances and press conferences for high ranking military officers, top-level government officials, professional athletes and professional sports franchises.
- Integral part of a team developing event promotional materials, media advertising (print, radio, television and internet), and speeches.
- Execute marketing plans, promotional strategies, and public affairs plans.
- Design websites, brochures, ads, and public service announcements for radio and television.
- Create newsletters and feature stories and photographs published in national publications (Department of Army, Department of Veterans Affairs, Major League Soccer, American Basketball League and various on-line publications).
- Create and disseminate media advisories, which led to positive media coverage of special events.
- Provide media training for media spokespeople and took part in a multitude of media interviews (print, radio, television, and interactive) as a subject matter expert and organization spokesperson.
- Collaborate with Veteran Service Organizations, congressional offices, Ohio Governor's Office on Veterans Affairs, and Ohio County Veterans Service Commission Offices to develop and support special events benefiting and educating veterans.

Employment History

2004 – Present Public Affairs Officer, Chalmers P. Wylie Veterans Affairs Outpatient Clinic – Columbus (Ohio)

2004 – 2000 Public Affairs Officer, U.S. Army Columbus Recruiting Battalion

1996 – 1998 Media Relations Assistant, Columbus Quest (American Basketball League)

1996 – 2000 Special Emphasis Program Manager (Veterans and Asian Pacific Islander Program)

1995 – 2002 President, SportsNet Ohio (clients included Columbus Crew and Columbus Quest)

1993 – 2000 Accounting Technician, Defense Finance and Accounting Services - Columbus

Education

Bachelor of Science, Kansas State University, Manhattan, Kansas (1992)|
Major: Marketing and Business Administration

Diploma, Defense Information School (DINFOS), Ft. George G. Meade, Maryland (2002)
Major: Public Affairs Officer

Diploma, Defense Equal Opportunity Management Institute (DEOMI), Patrick Air Force Base, Florida (1996)
Major: Special Emphasis Program Manager