

Darius Razgaitis

electronic mail:
info at mrdarius dot com

Objective

To advance a public relations career by working at a firm distinguished by its creative and challenging environment.

Work Experience

Phoenix House – New York, NY

January 2005-Present: *Executive Assistant to Communications Director*

- Analyze media coverage of the largest non-profit substance abuse treatment program in the US
- Report on website activity trends, implement search engine optimization, and maintain website
- Research topics and write reports regarding treatment topics relevant for clients
- Assist with design, editing, distribution, and promotion of publications, media kits, and website content
- Maintain department budget, billing, scheduling, and technical operations

Parliamentary Campaigns – Vilnius, Lithuania

July 2004-November 2004: *Logistics Coordinator*

- Implemented ground-breaking Door-to-Door campaign for Liberal Center Union parliamentary candidates
- Managed voter database with over 40,000 constituents for Get Out the Vote campaign
- Coordinated design of materials and implementation of visibility campaign with over 100 volunteers for Deputy Chief of Parliament, who was successfully re-elected with a record-breaking performance

Valdas Adamkus Presidential Campaign – Vilnius, Lithuania

May 2004-July 2004: *Logistics Coordinator*

- Analyzed all previous election results and targeted districts for successful presidential campaign
- Spearheaded innovative text messaging campaign, all-night Rock the Vote events, and restaurant outreach
- Coordinated and trained 50 volunteers for visibility campaigns at the national and local levels

Kaplan, Inc. – New York, NY

November 2003-April 2004: *Instructor*

- Taught SAT preparation course to prospective college students (class size: 12-40 students)

Trickle Up – New York, NY

September 2003-April 2004: *Communications Intern*

- Negotiated with television and radio stations in 14 states to air Public Service Announcements
- Wrote articles for newsletters and edited website (www.trickleup.org)
- Managed media contacts database and converted Excel spreadsheets into Access database

Securitas – Boston, MA

June 2002-August 2003: *Security Manager*

- Shift manager for corporate security detail

Education

Boston University College of Arts and Sciences – Boston, MA

September 1998-May 2002: *B.A. in International Relations, Economics, Cum Laude*

- Graduated Boston University Honors Program; received Distinction for Independent Research

Additional Information

- New York City Mayor Bloomberg's 2005 re-election campaign volunteer, Bronx Team coordinator
- HTML, all Microsoft Office applications, Adobe Acrobat, Photoshop, LexisNexis, PDF management
- Familiar with FrontPage, Dreamweaver, Fireworks, and various media editing software
- Fluent in Lithuanian. Conversational French. Basic Russian and Spanish.
- Boston University Alumni Admissions Volunteer
- Red Bull campus representative, 1999