

# BRIAN MORALES

## PUBLIC AFFAIRS SUPERVISOR

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(619) 204-0528   ■   brian\_morales@me.com   ■   Suitland, MD 20746

### CAREER OBJECTIVE

Dedicated professional with proven performance in management, leadership and communication. Detail-oriented in problem-solving and planning. Ready to make an immediate contribution to your organization.

### SKILLS

- Creative Direction
- Active Learning
- Complex Problem-Solving
- Supervising Subordinates
- Team Meetings
- Creative Solutions
- Adobe Systems Adobe Creative Cloud
- News Stories
- Workload Balancing
- Consulting Supervisors

### EXPERIENCE

- **PUBLIC AFFAIRS SUPERVISOR** US Navy / Commander, Navy Installations Command  
Washington, DC *December 2018 - December 2022*
  - Conferred with production or support personnel to produce or coordinate production of advertisements or promotions.
  - Coordinated public responses to environmental management incidents or conflicts.
  - Wrote press releases and other media communications to promote clients.
  - Prepared and delivered speeches to further public relations objectives.
  - Prepared and edited organizational publications, such as employee newsletters and stockholders' reports, for internal and external audiences.
  - Updated and maintained content posted on web.
  - Directed development of communication programs to maintain favorable public or stockholder perceptions of organization's accomplishments, agenda, or environmental responsibility.
  - Responded to requests for information from media and designated appropriate spokesperson and information source.
  - Studied objectives, promotional policies, or needs of organizations to develop public relations strategies to influence public opinion or promote ideas, products, or services.
  - Developed departmental objectives, budgets, policies, procedures and strategies.
- **VISUAL INFORMATION PRODUCTION AND ENGAGEMENT CHIEF** US Navy / Headquarters, U.S. Marine Corps  
Arlington, VA *January 2018 - December 2018*
  - Appointed department heads and managers and delegated responsibilities.
  - Directed human resources activities, including approval of human resource plans and activities, selection of directors and other high-level staff

- Submitted by staff members to recommend approval and to suggest changes.
- Implemented corrective action plans to solve organizational and departmental problems.
- Directed, planned, or implemented policies, objectives, or activities of organizations or businesses for continuing operations, to maximize returns on investments, or to increase productivity.
- Directed upper management operations and proactively addressed and resolved challenges.

and establishment and organization of major departments.

- Analyzed operations to evaluate company performance and to determine areas of potential improvement.
- Established departmental responsibilities and coordinate functions among departments and sites.
- Served as liaisons between organizations, shareholders and outside organizations.

■ **ACTING LEADING CHIEF PETTY OFFICER** US Navy / Commander, U.S. Naval Forces Central Command  
Manama *November 2015 - December 2017*

- Tested and repaired electronic equipment to keep assets fully operational.
- Inspected military tools and equipment and scheduled needed repairs to protect Sailors safety.
- Communicated work assignments and distributed written assessments to workers regarding performance.

■ **PUBLIC AFFAIRS SPECIALIST** US / NAS Key West  
Key West, FL *July 2013 - August 2015*

- Established and maintained cooperative relationships with representatives of community, consumer, employee and public interest groups.
- Directed development of communication programs to maintain favorable public or stockholder perceptions of organization's accomplishments, agenda, or environmental responsibility.
- Conferred with other managers to identify trends or key group interests and to provide advice on business decisions.
- Prepared and edited organizational publications, such as employee newsletters and stockholders' reports, for internal and external audiences.
- Coordinated public responses to environmental management incidents or conflicts.
- Met deadlines while maintaining high-quality deliverables.
- Studied objectives, promotional policies, or needs of organizations to develop public relations strategies to influence public opinion or promote ideas, products, or services.
- Wrote press releases and other media communications to promote clients.
- Responded to requests for information from media and designated appropriate spokesperson and information source.
- Updated and maintained content posted on web.
- Experienced with social media and communications platforms.

■ **PRODUCER** US Navy / AFN Korea  
Seoul, YONGSON *June 2012 - July 2013*

- Supervised and coordinated work of camera, lighting, design and sound crew members.
- Wrote and edited news stories from information collected by reporters and other sources.
- Studied and researched scripts to determine direction.
- Reviewed film, recordings, or rehearsals to conform to production and broadcast standards.
- Composed and edited scripts and provided screenwriters with story outlines from which scripts can be written.
- Coordinated the activities of writers, directors, managers and other personnel throughout production process.
- Conducted meetings with staff to discuss production progress and to attain production objectives.
- Compiled scripts, program notes and other material related to productions.
- Chose settings and locations for films and determined how scenes will be shot in these settings.

■ **PHOTOGRAPHY SUPERVISOR** US Navy / USS Abraham Lincoln (CVN72)  
EVERETT, WA

*May 2010 - May 2012*

- Identified operational process inefficiencies to recommend necessary improvements.
- Led and directed team members on effective methods, operations and procedures
- Developed existing team into high productivity, results-oriented unit through creative initiatives.
- Conducted quality, timely performance feedback and performance appraisals.
- Maintained frequent interaction with senior management to measure goal achievement and determine areas of improvement.
- Developed training modules and documentation to train staff.
- Addressed and resolved client or customer inquiries to foster superior standards of service.
- Implemented and developed operational standards, policies and procedures.
- Created weekly schedules based on predicted staffing needs, budgets and employee requests.

■ **ASSISTANT PUBLIC AFFAIRS OFFICER** US Navy / ACB-1  
Coronado, CA

*February 2006 - April 2010*

- Updated and maintained content posted on web.
- Provided product information and resolved concerns to assist customers.
- Wrote press releases and other media communications to promote clients.
- Studied objectives, promotional policies, or needs of organizations to develop public relations strategies to influence public opinion or promote ideas, products, or services.

■ **PLANE CAPTAIN** US Navy / VAW-123  
Norfolk, VA

*December 2002 - August 2005*

- Checked aircraft prior to flights to ensure that engines, controls, instruments and other systems were functioning properly.
- Performed minor aircraft maintenance and repair work, and arranged for major maintenance.
- Supervised crew members.

## EDUCATION

- **DIPLOMA IN PUBLIC AFFAIRS QUALIFICATION COURSE**  
Defense Information School, Ft. George G. Meade, MD *August 2020*
- **DIPLOMA IN INTERMEDIATE PHOTOJOURNALISM**  
Defense Information School, Ft. George G. Meade, MD *November 2015*
- **DIPLOMA IN BASIC STILL PHOTOGRAPHY COURSE**  
Defense Information School, Ft. George G. Meade, MD *November 2005*
- **HIGH SCHOOL DIPLOMA**  
Mount Vernon High School, Mount Vernon, NY *June 2001*
- **CERTIFICATION IN ENTREPRENEURSHIP**  
Florida Keys Community College, Key West, FL *May 2015*

### *Relevant Coursework*

- Entrepreneurship
- Financial Accounting
- Principles of Marketing
- Intro to Business

## CERTIFICATIONS

- Still Photographer (Professional & Kindred)
- Adobe Certified Professional for Digital Editing
- Camera Operator (Motion Picture; Radio-TV Broadcast)