

Sophia Schultz

1 Main Street, New Cityland, CA 91010
(C) (555) 322-7337 (E) example-email@example.com

Summary

Highly organized Communications Specialist with 12 years in the communications field. Areas of expertise include web and print content development, public speaking, and project management. Tech-savvy and strategic communications leader possessing exceptional writing and editing skills. Versed in a range of communications solutions and technologies.

Highlights

- Superb writer and editor
- Media relations training
- Print and electronic media
- Strategic planning
- Deadline-driven
- Exceptional problem solver
- Constant Contact
- Microsoft Office Suite
- SEO knowledge
- Positive attitude

Experience

06/2010 - Current **Milsapps Construction** – New Cityland, CA
Communications Specialist

- Oversee company Twitter and Facebook accounts.
- Monitor comments and activity on Youtube channel for conformance with communication goals.
- Prepare media statements and interview responses.
- Write scripts for social media videos and approve all changes.
- Ensure company brand and message are maintained in all communications.

01/2007 - 05/2010 **Red Line Staffing** – New Cityland, CA
Communications Specialist

- Coordinated wide range of communication projects for staff newsletters and policy changes.
- Oversaw communications department budget and tracked expenses.
- Designed effective strategies to achieve communications goals.
- Trained and mentored new communications staff on standards and policies.

09/2001 - 12/2006 **Lowe and Morton Accounting** – New Cityland, CA
Communications Specialist

- Assisted with project scope and communications outlines for marketing initiatives.
- Developed presentations for staff and stakeholder meetings.
- Helped public relations staff create effective written material.
- Met all project milestones and delivered effective, persuasive copy.

Education

2001

Jankow University New Cityland, CA