

# Robert Smith

## Communications Manager

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

### SUMMARY

Communications Manager with 7+ years of experience specializing in effective and innovative communication strategies for unique niches in the religious, political, online business, and non-profit sectors. Proven skills in writing, editing, social media, PR, blogging, promotion, teaching, and relationship building. Successful in developing strategies that have resulted in earned media coverage in Black Enterprise, Jet Magazine, and a monthly column in Businessweek Magazine in less than 18 months.

### SKILLS

Network Administration, Network Security, Network Management, Linux, PHP, Javascript, Database Management, Budgeting, Procurement, Project Management, Project Planning, Windows, Office Applications, Virtualization, Data Center Management, Trainer, Banking, Carpentry.

### WORK EXPERIENCE

#### Communications Manager

ABC Corporation - November 2009 - February 2011

- Assist department director in the development of a strategic communications plan to support the organizations mission, goals and objectives.
- Build and foster collaborative relationships with other departments within the organization to stay informed and abreast of new initiatives, products, and services.
- Identify opportunities to support organizational initiatives and develop communications materials and programs to promote and publicize these activities.
- Aid in the development, implementation, and management of external communications efforts.
- Build and foster long-term working relationships with various publics of importance including media, members of the community, public affairs offices, and other organizations.
- Oversee day-to-day operations of specific year-round communications programs.
- Respond to media requests for information and facilitate media interviews with spokespeople, authors, and others.

#### Communications Manager

ABC Corporation - March 2002 - June 2003

- Assisted with communications and marketing needs of firms many clients.
- Specific tasks included research, writing/editing, event planning, crisis management training, pitching news stories to media, etc.
- Krispy Kreme Wrote press releases, handled all media relations tasks, generated publicity, managed the media relations aspects of store grand openings, and assisted with the marketing of new product rollouts.
- Louisiana Seafood Promotional Board Helped write and edit briefing book on oyster safety for Congressional hearings.
- Helped plan and execute annual Legislative receptions.
- Worked with regulatory agencies on issues relative to fishing, shrimping, oyster harvesting, and crawfishing.
- Assisted with environmental group outreach and education.

## EDUCATION

Bachelor of Arts in Mass Communications - 1996(Louisiana State University - Baton Rouge, LA)