

ROBERT SMITH

Communications Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly qualified Communications Manager with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

CORE COMPETENCIES

Communications, Fundraising, Grant Making, Project Management.

PROFESSIONAL EXPERIENCE

Communications Manager

ABC Corporation - March 2013 – February 2014

Key Deliverables:

- Served as lead communications manager on associate-facing programs and initiatives, processing full-cycle communications to more than one million associates via multiple channels, including online, print, e-mail, direct mail, in-store delivery methods and intranet web platforms.
- Partnered on strategic planning for assigned programs, and served as liaison with program owners and stakeholder groups to influence decision-making process.
- Planned special events, executive appearances, video requests and in-person presentations.
- Strengthened relationships with internal communications partners, executives and organizations.
- Provided instrumental leadership and guidance to new communications managers regarding program needs.
- Oversaw and guided development of story library developed by summer intern in 2013 and used by internal and external communicators within corporate affairs.
- Ensured brand compliance and accuracy for communication and content.

Communications Manager

ABC Corporation - 2010 – 2013

Key Deliverables:

- - Spearheaded detailed planning and coordination of several outreach events.
- Budgeted and allocated communication and outreach funds to best benefit the team, and garner awareness regarding CSU EcoCAR 3.
- Designed and ordered promotional materials with CSU EcoCAR 3 branding for use at outreach events.
- Operated as the primary photographer, videographer, and blogger for the team.
- Maintained media relations with local and state media entities.
- Developed the teams first communications team of four members with specified task management.

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- Skills Used Communication Public Relations Event Planning Leadership Media Relations Social Media Management Content Management Videography Photography Video Editing Promotional Design Communications Planning.

EDUCATION

- Bachelor of Arts in Music - (University of Arkansas - Fayetteville, AR)