

# ROBERT SMITH

## Interactive Communications Manager

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

---

### SUMMARY

Strategic, versatile team leader and communications professional with more than 25 years of experience delivering high-impact communications solutions that embrace the vision and purpose of the organization.

### CORE COMPETENCIES

Microsoft Suite, Adobe Suite, Google Docs, Constant Contact, Solve 360, Joomla, Wordpress, Social media, Hootsuite.

### PROFESSIONAL EXPERIENCE

#### Interactive Communications Manager AUTO CARE ASSOCIATION - May 2011 – 2019

##### Key Deliverables:

- Promoted to a communications manager role, supporting Senior Vice President in fulfilling all association-wide marketing goals and strategies, and assisting with public relations, publications, promotions, and events.
- Oversee 300+ annual projects, including award-winning bimonthly magazine, electronic newsletters, brochures, meeting materials, programs, signage, annual reports and books, and a variety of specialty pieces.
- Manage multiple press releases and online newsletters, 14 association-run websites, and widespread social media efforts.
- Collaborate with all departments and employees in effectively promoting numerous events, campaigns, and conferences.
- Manage email marketing, e-newsletter, and membership processing for Automotive Communication Council.
- Eliminated long-term use of inconsistent, error-ridden, and non-responsive outside vendor for a bi-weekly newsletter, bringing project inside to align with association rebranding initiative.
- Manage an entire project that features a new fully customized layout each week.

#### Communications Manager Energy Action Network - 2007 – 2011

##### Key Deliverables:

- Responsible for all communications for organization to network members.
- Communications include social media, annual report, monthly newsletter, and two network websites.
- Position also includes extensive event planning as I manage all aspects of the two day annual meeting for the network.
- Reenergized the monthly newsletter to engage network members to share their news and to facilitate more connection between them.

# ROBERT SMITH

## Interactive Communications Manager

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

---

- The newsletter has received many compliments and has a high open rate among members.
- Have revived the organizations Facebook page and am gaining new Likes daily by keeping content fresh and focused on the networks mission.
- Skills Used Writing, project management, web design and strategy, event planning, social media management and strategy.

### EDUCATION

Bachelor of Music in (BM), Music Industry - (JAMES MADISON UNIVERSITY - Harrisonburg, VA)

