

# Communications Manager

## ROBERT SMITH

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](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

An ambitious marketing and advertising individual with experience in video production, media planning and buying, website development, print, public relations, sales promotions and the implementation of integrated marketing and communications campaigns. Proven success in contributing to the development and maintenance of an established brand, organizing creative meetings and working at the executive management level.

### Skills

Microsoft Outlook, Microsoft PowerPoint, Microsoft.

### Work Experience

#### Communications Manager

**Shale Media Group** - October 2014 - 2019

- Manage and lead all client relations of the company.
- Coordinate all marketing initiatives, goals and collateral with clients based on proposal specifications, timelines and deadlines.
- Responsible for development of plans and campaigns and recaps.
- Organize task placement, follow task progression to completion monitor electronically and verbally with all team members including trainees, employees, executives and external stakeholders.
- Lead, create and design projects and initiatives including creative briefs, creative meetings, project timelines with adherence to client and or partners budgets.
- Effectively lead and organize all threads of each media related task (internet, videography, graphic design and radio).
- Attend and organize conferences, expos and events to gain sales leads for partnerships, client relations and sales.

#### Communications Manager

**ABC Corporation** - 2013 - 2014

- Managed the organizations communications, social media and public relations activities.
- Responsible for the editorial, design and production of TORCH and its affiliates magazine, newsletters, brochures, flyers, forms, documents, booklets and other projects for all department events.
- Developed and implemented communications that are directed to both internal and external audiences, including the news media, policymakers and the public.
- Served as the initial contact for all news media.
- Provided support with the marketing and promotion of TORCH and its affiliates products and services by both print and electronic means.
- Managed the organizations Internet websites, social media and other electronic tools.
- Oversaw the implementation of brand parameters and participate in the overall branding of the company ensuring that all material produced in consistent with the companys image..

## Education

B.A. in Communications - 2009(Bethany College)