

Master Communications Officer

ROBERT SMITH

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Objective

Highly qualified Communications Officer 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.

Skills

Microsoft Office, Minitab, Research and Presentation skills, Mathematical Aptitude.

Work Experience

Master Communications Officer

Rights And Resources Initiative (RRI) - January 2015 - 2019

- Promote the mandate of the UN Special Rapporteur on the Rights of Indigenous Peoples (UNSRRIP) to amplify the positions impact and outreach.
- Engage in media campaigns to publicize the work of the UNSRRIP, securing over 200 media hits this year.
- Develop an overall media strategy for the UNSRRIP and advise on appropriate media and public responses.
- Develop and maintain a network of reporters to cover the UNSRRIP.
- Produce opinion pieces for the UNSRRIP that have been published in high level news outlets such as the Guardian.
- Craft press releases and assist in the production of reports.
- Prepare background notes, speeches, and talking points for public appearances and interviews.

Communications Officer

ABC Corporation - 2010 - 2015

- Answer 911, Administrative line, Radio, Dispatch, Enter in Wants/Warrants Highlights Answer 911 Phone lines, Question individuals for the purpose of obtaining sufficient information to make intelligent and prompt decisions regarding the situation at hand, and dispatching appropriate unit to call.
- Also, determine validity of the call itself to warrant a unit being dispatched.
- Answer Administrative lines, and direct calls to appropriate extension.
- Answer radio transmissions from police, fire and rescue.
- Dispatch all incoming calls for service to police, fire or rescue.
- Look up and enter wants and warrants for individuals, as well as, entering stolen articles and vehicles.
- EMD Certified.

Education

