

# Christopher M. Finazzo

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## COMMUNICATIONS ANALYST

Results driven individual with a passion for conveying complex ideas to technical and nontechnical audiences in a way that is accurate, clear, and concise. Proven ability to create audience appropriate messages with a range of authoring tools. Strong verbal and written communication skills as well as the ability to multitask, set priorities, and meet deadlines.

## DEMONSTRATED EXPERTISE

Corporate Communications	Social Media	AP & APA Style
Event Planning	Email Production	Adobe Creative Suite
Public Relations	Content Management Systems	Microsoft Office
Employee Communications	HTML, CSS, and SASS	Final Cut Pro

## PROFESSIONAL EXPERIENCE

**LIBRARY OF THE CHATHAMS**, Chatham, NJ

Oct 2018 – Present

### Library Page

- Shelve books, assist patrons in finding books and information.
- Maintain periodicals inventory on a weekly basis.
- Coordinate with the Kiwanis Club for monthly recycling program.

**ADP**, Parsippany, NJ

Oct 2017 – Jan 2018

### Production Representative

- Ensured all paychecks, vouchers and CD-ROM satisfied all quality requirements and initiated corrective actions based on department operating procedures when necessary.
- Separated and packaged all paychecks and vouchers into envelopes along with applicable reports and worksheets for individual clients.
- Performed other relevant duties and assignments as directed.

**ALLIANT TECHNOLOGIES**, Morristown, NJ

Nov 2010 – Mar 2011

### AMS Drawbridge Intern

- Provided end-user support for customers using RSA tokens (Drawbridge authentication service).
- Provisioned and managed token inventory for clients (New orders, reassignments, and suspensions).
- Revised documentation and support procedures, created workflows to show changes over time.

**BOROUGH OF CHATHAM**, Chatham, NJ

Jul – Sep 2009

### Intern

- Created a survey to assess renovation options for Memorial Pool and determine support for the project.
- Compiled updated information for the Borough's Open Space & Recreation Plan.
- Collaborated with other departments to create an updated Policies & Practices manual.

**MASS TRANSMIT**, New York, NY

Jun – Aug 2008

### Design & Production Intern

- Took HTML email production through programming, testing, and distribution using Email Transmit.
- Integrated WordPress into a redesigned site for EGM Green.
- Developed a prototype of SEGA Entertainment USA's World Sports Grille site using HTML, CSS, and PHP.

**RIDER UNIVERSITY**, Lawrenceville, NJ

Jan – May 2008

**CIS Tech Lab Monitor**

- Monitored students working in the CIS Technology Lab.
- Troubleshoot computer problems
- Assisted students with hardware and software.

**LEHMAN BROTHERS**, New York, NY

May – Aug 2007

**IT Summer Analyst**

- Coordinated a series of training sessions (Lunch and Learn) for firmwide technology initiatives.
- Assisted with production duties related to a Global Technology Services town hall meeting.
- Researched employee gift options for a GTS offsite. Presented results to management for evaluation.

**VOLUNTEERING****SAGE ELDERCARE**, Summit, NJ

Nov 2016 – Present

**Grocery Shopper****GEN Y NETWORKING GROUP**, Chatham, NJ

Oct 2010 – Present

**Facebook Page Administrator****EDUCATION**

Fairleigh Dickinson University, Madison, NJ – MA, Class of 2013, Concentration – Communications

Rider University, Lawrenceville, NJ – BA, Class of 2009, Major – Communications, Double Minor – Advertising and Computer Information Systems