

COMMUNICATIONS PROFESSIONAL

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

ADP, Parsippany, NJ

Oct 2017 – Jan 2018

Production Representative

- Ensured all paychecks, vouchers and CD-ROM satisfy 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.

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