(973) 906-0496

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### PROFESSIONAL OBJECTIVE

Communications Analyst

## PREFERRED FUNCTIONS

Corporate Communications

Internal Communications

Client Communications

#### POSITIONING STATEMENT

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.

### **COMPETENCIES**

Writing & Editing AP & APA Style Research Skills Creating a Written Narrative **Authoring Tools** Proiect Management HTML, CSS, and SASS Requirements Gathering **Content Management Systems** Social Media

Estimating Project Scope Audience Analysis

### TARGET MARKET CHARACTERISTICS

Geographic Location: New York Metro area with a radius of 40 miles from home. Should be commutable via public transit.

Industry or Type of Organization: Communications, Financial Services, Insurance, Technology

Size of Organization: Medium to Large

# **Organizational Culture:**

Values employees

Encourages employee autonomy and individual initiative Provides opportunities for personal and professional growth Leveraging technology to engage with target audiences

# **TARGET LIST**

### Financial Services/Insurance

ACE Insurance Group

American Express

AIG

Bank of America BlackRock **BNP** Paribas BNY Mellon Chubb Citiaroup Credit Suisse Goldman Sachs The Hartford JPMorgan Chase Liberty Mutual Marsh USA Morgan Stanley Northwestern Mutual

Prudential Travelers **UBS** Zurich

### Communications/Tech/Other

Bloomberg

Columbia University Coyne Public Relations **Discovery Communications** 

Edelman

Havas Worldwide

HP

**Hunter Public Relations** 

**IBM** 

McGraw-Hill Microsoft MWW

The New York Times

NYU Rapp

Sard Verbinnen Scholastic Simon & Schuster The Star Ledger Thomson Reuters