

Professional Experience

Communications Specialist

AZL Inc., Boston, MA | August 2019 to Present

- ♦ Guide production of brochures, infographics, and short-form videos connecting the organization's mission and services to a wider audience
- ♦ Strengthened company's social media presence, driving 280% average increase in engagement on all major platforms
- ♦ Improved marketing department's coordination with sales, operations, and other internal teams

Communications Consultant

SEO Inc., Boston, MA | June 2017 to July 2019

- ♦ Facilitated rapid growth of this startup by helping manage and maintain positive communications with strategic partners

Education

Bachelor's Degree - Communications

Boston College, Boston, MA

Technical

- ♦ Microsoft Office Suite (advanced Excel, PowerPoint)
- ♦ Adobe Creative Suite

Hideo
Araki

123 Bridge Street,
Boston, MA 12345
youremail@example.com
(123) 456-7890

Inventive Communications Specialist with 5+ years of experience at startups and small businesses, Expertly coordinate engaging, high-impact internal and external communications for diverse audiences. Committed to continually gaining and applying new professional skill areas.

Key Skills

- Communication Systems Improvement
- Communications Channel Development
- Concurrent Project Management
- Cross-Functional Collaboration
- Digital & Social Media Marketing
- Internal & External Communications
- Stakeholder Relations Management
- Strategic Partnerships Development
- Task Prioritization