

Michelle D. Pezley

Communicator ~ Leader ~ Strategist

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Business:

- Advertising
 - Budgeting
 - Business Plans
 - Collaboration Skills
 - Developing & Executing Communication Plans
 - Developing & Leading Department
 - Event planning
 - Leadership
 - Leading Virtual Meetings & Trainings
 - Mentoring
 - Problem-Solving
 - Project Documentation, Organization, & Management
 - Purchasing
 - Research
 - Strategic Planning
 - Staff Supervision
 - Volunteer Recruiting & Training
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Digital Communication:

- Basic Graphic Design
 - Blog Writing
 - Digital Newsletters
 - Infographics
 - PowerPoint Presentations & Trainings
 - Social Media
 - Website Content Development
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Marketing:

- Developing & Executing Marketing Plans
- Print Marketing Pieces
- Signage
- Visual Design

Communication:

- Community Relations
 - Corporate Communications
 - Cross-Functional Communications
 - Designing Technical Trainings
 - Executive Communications
 - Facilitating Group Discussions
 - Internal Communications
 - Interpersonal Interactions
 - Media Relations
 - Newsletter (Concept to Delivery)
 - Press Releases
 - Public Relations
 - Public Speaking
 - Running All Employee Meetings
 - Technical Presentations
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Human Resources:

- Employee Recognition
 - Employee Training
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Teaching:

- Develop, Write, & Create Lessons, Curriculum, and Visual Aids
 - Classroom Management
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Software:

- Canva
- Google Suite
- MailChimp
- Microsoft Office Suite
- SharePoint
- Skype
- SurveyPlanet
- Trello
- Video Conferencing
- Yammer