

# 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