1. Produced internal communications for [Type] projects.
2. Managed communication department's $[Amount] budget.
3. Supported [Type] plans through development and implementation of internal and external communication strategies.
4. Led public relations and communications team of [Number].
5. Evaluated program effectiveness to determine return on investment.
6. Engaged in professional networking to maintain strong relationships with communications and media professionals to drive partnerships and effective dissemination of mass communications.
7. Oversaw professional social media messaging through content development, follower engagement, social listening, trend analysis and by leveraging competitor research.
8. Developed communications strategies to drive [Result].
9. Grew revenue by $[Amount] by planning and executing fundraising events.
10. Analyzed market data to inform strategic decisions.
11. Collaborated with [department or management] to achieve [result].
12. Increased revenues and supported business goals by developing public relations strategies and campaigns.
13. Prepared for public relations presentations and plans by gathering information on business objectives, vision, brand strategy, competition and industry trends.
14. Drafted press releases detailing relevant newsworthy information and supporting brand image, and worked with news media to spread positions.
15. Created unified messaging of public relations efforts in conjunction with advertising campaigns by working closely with marketing peers.
16. Actively listened to customers' requests, confirming full understanding before addressing concerns.
17. Demonstrated respect, friendliness and willingness to help wherever needed.
18. Conducted research, gathered information from multiple sources and presented results.
19. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
20. Resolved problems, improved operations and provided exceptional service.