
Communication Officer Resume

Job Objective

To further improve my skills as a Communication Officer by working for a challenging organization with high goals.

Highlights of Qualifications:

- Excellent knowledge of web tools and content management systems
 - Outstanding knowledge standard police practices and techniques
 - Proficient with Federal Confidentiality of Information Act
 - Strong ability to work in a semi-military setting
 - Outstanding ability to deal courteously with the public and fellow police officers
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Professional Experience:

Communication Officer

Technology Associates International, Syracuse, NY

August 2005 – Present Monitored break-in and fire alarms.

Operated wireless network and carried out relevant clerical work.

Managed and monitored communications from police vehicles and personnel.

Edited and coordinated multilingual content to publish on various websites.

Supervised all web publications, electronic magazines and event services.

Coordinated activities of external and internal departments and personnel to streamline contents and communication.

Communication Officer

Abraxas Corporation, Syracuse, NY

May 2000 – July 2005 Managed content development activities for company's web platform

Developed and controlled multi-media communication models.

Optimized communication services and products to achieve company needs.

Updated regularly AAL website, intranet and AAL Community platform.

Initiated and implemented strategies to develop innovative communication tools.

Coordinated external and internal contracts to optimize communication and networking tools and procedures

Education:

Bachelor's Degree in Communications

Edinboro University, Edinboro, PA

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