
Communications Associate Resume

Job Objective

Seeking to obtain a Communications Associate position with an organization where I can utilize my skills and be an asset to the employer.

Summary Skills:

Remarkable experience working in the communications and media programs
In-depth knowledge of preparing and executing annual communications plans
Skilled in drafting and implementing Strategic Communications Plans for organization
Proficient in social media platforms, HTML and intranet
Familiarity with Outcome Books, collateral materials, web writing, publication articles, business plans, and tactical plans
Ability to write communication business plans and tactical plans
Ability to manage multiple projects simultaneously and meet deadlines

Work Experience:

Communications Associate, August 2005 to till date
L-3 Communications, Becker, MN

- Supported the development and implementation of the internal communications strategy in support of delivering the business strategy.
- Developed and updated content for internal communication programs and campaigns.
- Coordinated logistics for communications events; and assisted with execution of day-to-day internal communications activities.
- Developed and maintained communications calendar for employee communication vehicles and ensured that messages are aligned with overall business strategies.
- Assisted with business partner across all functions with communication requests; and managed electronic (email), and online communications efforts.

Communications Associate, May 2000 to July 2005
CenturyTel, Inc., Becker, MN

- Developed internal communications materials.
 - Supported Corporate Branding initiatives.
 - Ensured brand and messaging consistency across the company by reviewing, editing and formatting various internal communication materials.
 - Partnered with internal businesses, functions and regional colleagues to develop, review and edit communications plans and materials.
 - Supported distribution of external materials for internal audiences.
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Education:

Bachelor of Arts in Communications, Portland State University, Oregon, OR

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