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## Communications Consultant Resume

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### Job Objective

Seeking a challenging position of Communications Consultant in a reputed organization to utilize my experience and my knowledge to benefit the organization.

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### Work Experience:

Communications Consultant, August 2005 – Present  
ACS, inc., Arverne, NY

- Developed project plans on communication according to client objectives.
- Maintained project plans, set scope and budgets, created timetables, monitored progress and ensured best practices were followed during implementation.
- Developed subject matter such as plan descriptions, information sheet, new-hire kits and retirement planning materials for a wide range of HR-benefits communications.
- Edited and verified strategic communication materials in compliance with best practices and regulatory requirements.
- Analyzed current plan data and communications campaign results to develop customized client communications solutions.
- Produced bonus revenue for trade by creating fixed service charges to communications proposals.

Communications Consultant, May 2000 – July 2005  
Inova Health Systems, Arverne, NY

- Assisted to develop and drive internal communications and higher levels of employee support and involvement.
  - Developed strategic communication plans for a wide variety of System efforts across all operating units with a strong focus on Human Resources and organization-wide initiatives and programs.
  - Coordinated planning, writing and editing services for employee and physician stakeholders, management teams and boards, and contributed significant writing assignments as defined.
  - Developed and implemented effective communication plans and other deliverables in support of internal-communication strategies and effectively managed broad scope of projects with attention to detail.
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### Summary of Qualifications:

- Admirable experience in writing and editing for employee audience and supporting HR communications and executives
  - Skilled in planning and implementing broadly scoped communication plans
  - Expert in developing outreach products and maintaining tailored communication products
  - Excellent ability to manage internal client relationships
  - Strong ability to maintain client and company confidentiality
  - Excellent interpersonal, logic and decision-making and organizational skills
  - Superior verbal and written communications skills and attention to detail
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### Education:

Bachelor of Arts In Human Resources Management, McNeese State University, Louisiana, LA

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