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## Communications Expert Resume

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### Job Objective

To use my skills as Communications Expert and acquire a position within your organization.

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### Highlights of Qualifications:

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- Exceptional experience in developing content for various communication mediums
  - Huge knowledge of maintaining public relations for organization
  - Deep knowledge of data management and assessment
  - Familiarity with MS Office applications, PhotoShop, InDesign, blog production, podcast production
  - Ability to multi task and prioritize work
  - Ability to articulate various programs and policies
  - Ability to communicate technical information for layman
  - Ability to coordinate with various population
  - Strong leadership and communication skills
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### Professional Experience:

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Communications Expert  
Protech Systems Group, Coeur D Alene, ID  
August 2007 – Present

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### Responsibilities:

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- Developed various reports for all communication projects.
- Maintained visual record of all findings such as charts and graphs.
- Coordinated with media and marketing teams for all press conference.
- Participated in informational meetings as per USAID guidelines.
- Provided support to all technical personnel for various communication products.
- Organized visits to project sites and provided photo coverage.
- Maintained online content for website for internal and external websites.
- Developed various snapshots and practical articles for print mediums.

Communications Expert  
SRA International, Coeur D Alene, ID  
May 2004 – July 2007

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### Responsibilities:

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- Supervised efficient working of clerical staff members.
  - Provided program counseling for all communication associate programs.
  - Supervised all community service activities.
  - Determined and maintained student advisement files and prepared activity reports.
  - Participated in various workshops to schedule courses efficiently.
  - Provided all required information to students for curriculum.
  - Monitored student performance and resolved all customer issues.
  - Coordinated with academic staff members to select appropriate courses.
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### Education:

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Master's Degree in Communications  
Colorado Mountain College, Glenwood Springs, CO  
Bachelor's Degree in Communication  
Haverford College, Haverford, PA

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