
Communications Expert Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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

Responsibilities:

- 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

Responsibilities:

- 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:

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

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