

# COMMUNICATIONS MANAGER CV

Communications Managers serve as the point of contact between the organization and the consuming public. Communications Manager, as the position suggests, conveys the company's information to the public in the most clear and effective manner. Although job duties differ between organizations, there is one thing in common, PUBLIC RELATIONS. This is the core responsibility of a Communications Manager. As such, when you write your Communications Manager CV, there is only one thing to stress out – first-rate communication skills. Show your exceptional skills in English vocabulary. Mention confidence in public speaking, and dexterity in writing correspondence and press releases. Let us look at the sample below.

**Breanna Lloyd**

Ap #482-2985 Morbi Ave, Balfour, Orkney, N17 7GX

Tel: – 01541 716072

Date of Birth: – 29/03/91

[email]

Nationality: – British

## PERSONAL STATEMENT:

I have over two years experience as Communications Manager in two different companies. I have vast experience in internal and external communications, press releases, data management, and e-communications. I have incomparable skills in strategy planning, delivery, and channel planning. I am also proficient in all Social Media platforms such as Facebook, Twitter, LinkedIn and Hi5. Aside from my Media and Communications degree, I also have supplemental certificates in Language, Communication Studies, History and Economics. I have worked on several communications project and programs such as press releases, website contents, blogging, media and other online events. With this said, I am confident that I will be an excellent Communications Manager for the company.

## PROFESSIONAL ACCOMPLISHMENTS:

- Good experience in managing internal and external communication
- Sound knowledge of e-commerce system and content management system
- Wide knowledge of social media network including Twitter and Facebook
- Familiarity with employee communication strategies
- Ability to plan employee messaging and campaigns
- Ability to audit communication content and channels

## WORK HISTORY:

Communications Manager      Nicoll Curtin Ltd – Denbighshire      March 2013 to Till Date

- Coordinated with management to develop annual communication plan.
- Managed planning and delivery of business communications.
- Developed best practices to ensure effective communication across the organization.
- Conducted employee engagement surveys and accordingly provided process improvements.
- Created monthly newsletters and other business documents.
- Accessed effectiveness of internal communications and recommended improvements.

Communications Manager      Aspen Scott Ltd – Buckinghamshire      September 2012 to March 2013

- Developed communication strategies to ensure consistency of messaging.
- Recommended improvements to existing communication plan.
- Managed communication tools including press release, blogs, websites, publications and events.
- Addressed communication related problems from employees.
- Planned internal campaigns and events as per company standards.
- Evaluated communication activities on regular basis to meet objectives.

## EDUCATION:

BA (Hons) in Media and Communications

The University of Winchester – Winchester

September 2009 to June 2012

A-levels: English Language, Communication Studies, History, Economics

Carnegie College – Dunfermline

October 2007 to July 2009

GCSEs: English Language, History, Media Studies

The Arts Educational School – Chiswick

September 2002 to July 2007

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