

COMMUNICATIONS OFFICER CV

When writing a CV of a Communications Officer, it is ideal if you present first the skills that will give the reader the impression that you indeed have what it takes to be a competent Communications Officer. The key is to be specific in data you present. Include your skills and experience in different marketing and communications tools (social media, digital marketing, online and traditional publications, email, etc.). Also present all professional experience starting from the most recent then down to your first working experience. In this manner, you are giving the employer a summary of what you can offer to the company. A Communications Officer CV should look like this.

Ray Young

Ap #484-7680 Nec, St., York, Yorkshire, TM9O 1ZD

Tel: – 01981 783198

[email]

Date of Birth: – 27/03/91

Nationality: – British

PERSONAL PROFILE:

As a Communications Officer, my objective is to bring success to the company by building beneficial links through effective internal and external communications. Having been a Communications Officer for almost two years, I have been able to communicate successfully with different audiences: customers, investors, suppliers, internet community, and the press among others. I am committed to deliver excellent content through as many communication platforms as possible, and respond accordingly to the feedbacks received by the company. One of my objectives is to further my expertise in outsourcing and community building. I am confident I can do this best if I will be a part of a dynamic and innovative environment.

PERSONAL SKILLS AND COMPETENCES:

- Highly experienced in managing internal and external communications within organization
- Good knowledge of content management system
- Extensive knowledge of web development and maintenance procedures
- Familiarity with social media including Facebook, Twitter and Pinterest
- Ability to plan internal campaigns and events
- Ability to prepare content for press releases and publications

WORK HISTORY:

Communications Officer Sarah Harvey Ltd – Argyllshire Jan 2013 to Present

- Worked with management to implement communication strategies.
- Evaluated effectiveness of communication channels and recommended improvements.
- Developed content for press releases and newsletter.
- Coordinated with Editors to update latest content in website.
- Assisted in marketing to ensure people outreach activities.
- Managed communication using Twitter, LinkedIn, Facebook and other social media networks.

Communications Officer Signalling Solutions – Dunbartonshire Jul 2012 to Jan 2013

- Worked with Marketing Manager to devise communication strategies and timescales.
- Planned and conducted organizational events.
- Participated in coordinating internal campaigns.
- Assisted in business promotional activities.
- Prepared press releases and ensured that all images were copy-protected.

EDUCATIONAL BACKGROUND:

BA (Hons) in Media and Communications
Middlesex University – Oakwood
Sep 2009 to Jun 2012
A-levels: English Language, Communication Studies, History, Economics
South East Derbyshire College – Ilkeston
Oct 2007 to Jun 2009
GCSEs: English Language, History, Media Studies
St Augustine's CofE School – Kilburn
Sep 2002 to Jun 2007

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