
Communications Project Manager Resume

Job Objective

Seeking the opportunity to fill Communications Project Manager's position with a growing organization.

Highlights of Qualifications:

- Outstanding experience to analyze medium and large projects
 - Remarkable knowledge of Microsoft Office and Adobe Creative
 - Profound knowledge of public sector agencies
 - Ability to prepare reports and communication documents
 - Ability to work with clients and team members
 - Immense skills for sales and marketing principles
 - Proficient in client services and communication
 - Solid understanding of target audience
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Professional Experience:

Communications Project Manager
Notable Solutions, Inc., Charlotte, NC
October 2008 – Present

- Designed and implemented communication plan for clients.
- Developed cost estimated for all business and marketing activities.
- Analyzed market research results and provide support to social marketing.
- Prepared presentations for public agencies and conferences.
- Coordinated with team to provide training for projects.
- Maintained knowledge of graphic design and media production.
- Designed and managed budgets.

Communications Specialist
Janus Capital Group, Charlotte, NC
August 2003 – September 2008

- Prepared annual budget and tracked expenditure.
- Coordinated with clients and provide business change resolutions.
- Developed client communication documentations and training manuals.
- Designed project metrics and department standards.
- Prepared project summaries within required timeframe for clients.
- Supervised efficient working of staff for project activities.

Communications Coordinator
Golder Associates Ltd., Charlotte, NC
May 1998 – July 2003

- Participated in trade shows and analyzed business requirements.
 - Coordinated with teams to select venue for events.
 - Supervised all insurance and collateral requirements.
 - Prepared internal communication newsletter for department.
 - Provided an efficient interface with product customers and vendors.
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Education:

Bachelor's Degree in Communications
Berkeley College, West Paterson, NJ

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