
Communications Specialist Resume

Job Objective

To acquire a position as a Communications Specialist that allows me to use my abilities to enhance and grow with the company.

Highlights of Qualifications:

- Remarkable experience in business communications and public relations
 - Huge knowledge of developing comprehensive communications
 - Deep knowledge of varied word processing
 - Familiarity with content of English language
 - Amazing ability to outline communication plans
 - Outstanding ability to manage high productivity
 - Superior communication skills
 - Excellent interpersonal and team work skills
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Professional Experience:

Communications Specialist
Kaiser Permanente, Wenatchee, WA
May 2006 – Present

- Aided in development of strategies.
- Managed distribution of print communications.
- Outlined printed material and executed project communication plans.
- Imparted staff support and managed internal communication programs.
- Enforced proactive media plan.

Communications Specialist
General Dynamics, Wenatchee, WA
March 2003 – April 2006

- Marketed Company branding and outlined company communications.
 - Aided research of community relation projects.
 - Documented company events and imparted general administrative support.
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Education:

Bachelor's Degree in Social Science
Prescott College, Prescott, AZ
Master's Degree in Communications
Northeastern University, Boston, MA

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