
Community Manager Resume

Job Objective

Dedicated Community Manager looking for an opportunity to work for reputable company where my skills and experience will be of value.

Highlights of Qualifications:

- Experience in managing social networks and online community
 - Deep knowledge of internet message boards
 - Huge knowledge of online community platforms
 - Ability to manage multiple critical issues
 - Ability to interact with management
 - Sound Microsoft Office application skills
 - Profound time management skills
 - Ability to work on social media
 - Familiarity with online advertising models
-

Professional Experience:

Community Manager
NCsoft Corporation, Atlanta, GA
October 2008 – Present

- Planned and implemented social strategy to achieve goals.
- Developed and maintained good relations with vendors.
- Analyzed changes in consumer behavior and media and identified opportunity.
- Maintained knowledge of all retail and marketing trends.
- Ensure achievement of all long term objectives for growth.
- Monitored and prepared reports for various activities.
- Coordinated with teams to provide support to strategies.
- Evaluated programs for various teams.

Community Coordinator
Dell, Inc., Atlanta, GA
August 2003 – September 2008

- Coordinated with community team for all activities.
- Prepared drafts for all reports and performed research.
- Organized and conducted various private and public tests.
- Ensured user friendly environment for all members.
- Maintained work according to official rules and regulations.
- Developed and edited all promotional materials for community.

Online Community Specialist
Cisco Systems, Atlanta, GA
May 1998 – July 2003

- Assisted to promote content on online news.
 - Maintained and provided update to online sites.
 - Administered various ad campaigns online.
 - Prepared copies for websites and social media posts.
 - Coordinated with media partners to develop content.
-

Education:

Bachelor's Degree in Community Counseling
Houghton College, Houghton, NY

[Build your Resume Now](#)