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## Community Relations Manager Resume

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### Job Objective

Searching for Community Relations Manager position where my skills and special training can be used for the good of the company.

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### Highlights of Qualifications:

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- Outstanding experience in administering community lease programs
  - Deep knowledge of resources and employment
  - Huge knowledge of modern probation services
  - Ability to develop work site at community organization
  - Ability to interpret laws
  - Good communication skills in both oral and written forms
  - Profound skills to resolve all complex issues
  - Proficient in Microsoft Office
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### Professional Experience:

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Community Relations Manager  
NCsoft Corporation, Monroe, LA  
October 2008 – Present

- Developed and maintained relationship with local government.
- Analyzed and maintained comprehensive knowledge of local issues.
- Ensured optimal level of customer satisfaction for all community requests.
- Developed various social and economic community programs.
- Provided financial support to all key community issues.
- Implemented gas and electric franchise agreements for issues.
- Monitored various competition threats for service provider.
- Assisted to promote sales of company programs.

Community Relations Specialist  
ITC Holdings Corp, Monroe, LA  
August 2003 – September 2008

- Developed efficient community service placement site.
- Monitored juvenile program and tracked progress.
- Supervised efficient working of crew members.
- Arranged orientation classes for youth and parents for programs.
- Prepared efficient database for community service.
- Established effective matches within community.

Global Community Relations Associate  
Kohl's Corporation, Monroe, LA  
May 1998 – July 2003

- Organized and implemented monthly community events.
  - Coordinated with marketing manager for various events.
  - Designed calendar of events for marketing and property staff.
  - Ensured compliance to all timeframe for various community events.
  - Assisted to integrate all cultural programs into system.
  - Participated in training programs and meetings.
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### Education:

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Bachelor's Degree in Social Work  
Fashion Careers of California College, San Diego, CA

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