
Corporate Communication Officer Resume

Job Objective

To further improve my skills as a Corporate Communication Officer by working for a challenging organization with high goals.

Highlights of Qualifications:

- Huge experience in communication strategies, methods and techniques
- Solid knowledge of press and public relations
- Proficient with internet communication
- Excellent on-line and off-line writing skills
- Ability to produce variety of communication materials for media release and stakeholders.

Professional Experience:

Corporate Communication Officer
Georgia Institute of Technology, New York, NY
August 2005 – Present

- Developed network for effective communications
- Maintained close personal and media contacts
- Arranged press conferences and meetings with journalists
- Participated in events and conferences and organized networking activities.
- Carried out qualitative analyses of web site and its media importance.
- Assisted senior managers in their public relations activities.

Corporate Communication Officer
SAIC, New York, NY
May 2000 – July 2005

- Formulated communication strategies for effective corporate communication.
- Communicated company's noble mission, values and social responsibility.
- Resolved corporate communications risks efficiently.
- Identified and promoted internal and external communication opportunities to support communication methods.
- Developed professional corporate profiles for both printed and electronic media.
- Managed corporate events and participated in exhibitions for company's promotion.

Education:

Bachelor's Degree in Communications
Western Michigan University, Kalamazoo, MI

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