

# CORPORATE COMMUNICATIONS SPECIALIST RESUME

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## Career Objective:

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Corporate Communications Specialist seeking employment with the right company in order to use my experience and skills to better the company.

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## Summary of Qualifications:

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- Strong accomplished experience in corporate communications
  - In-depth knowledge of business communications practices and procedures
  - Skilled in developing and executing successful corporate communications plans
  - Expert in tracking and reporting communications programs
  - Solid understanding of marketing, advertising, and presentation techniques
  - Proficient in Microsoft Office (Word, Excel, Outlook and PowerPoint)
  - Superior written and verbal communication skills
  - Attention to detail, flawless accuracy, and follow-through
  - Excellent organizational and time management skills
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## Work Experience:

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Corporate Communications Specialist, May 2006 – Present  
Millipore, Terminal, TX

- Promoted brand through media outreach and support of press, media, trade show and Web communication initiatives.
- Supported Director of Communications efforts to raise the external profile of key senior executives.
- Assisted in adopting social media communications for external PR and communication.
- Updated and posted media room content on website.
- Assisted in media monitoring and compilation of quarterly and annual metrics reports.

Corporate Communications Specialist, March 2003 – April 2006  
TW Telecom, Terminal, TX

- Tracked, administered and managed marketing campaigns and initiatives.
  - Assisted in the development, design and production of collateral and sales presentation materials.
  - Assisted in the planning and implementation of various corporate events managed by the Corporate Communications team throughout the year.
  - Developed and coordinated particular customer communications.
  - Developed and published particular internal communications.
  - Monitored and managed telecom's social media and Web 2.0 strategies.
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## Education:

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Bachelor's Degree in Marketing & Business Communications, Olivet College, Olivet, MI

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