
INDUSTRIAL RELATIONS ANALYST RESUME

Summary:

An efficient individual responsible and has a wide understanding of the principles and fundamentals, laws and traditional processes in industrial relations; provides end-to-end management strategies to maintain loyal relationships with industry associations; has a thorough knowledge of all business unit requirements and practices; responsible for managing the flow of information and coordinates activities with the involved departments; displays an advanced proficiency in using computer applications and software; has a very effective verbal and written communication skills to effectively communicate and resolve issues

Professional Experience:

Industrial Relations Analyst January 2007 – present
TOP, Dallas, TX

Responsibilities:

- Provided end to end management of strategy and analyst relationships
- Prioritized, scheduled and managed two-way communications with industry analyst firms
- Ensured timely and effective completion of projects
- Managed the flow of information as well as relations activities
- Developed strategies and implemented programs to keep the industry analyst current on company's performance and capabilities
- Engaged with business units for SWOT analysis and strategic review opportunities

Senior Manager, Public Relations and Analyst Relations May 2004 – December 2006
General Services Administration, Atlanta, GA

Responsibilities:

- Developed strategy for industry analyst relations to positively impact views
- Influenced report development and coverage in schedule reports

Public Relations Manager February 1999 – May 2004
Razorfish, Chicago, IL

Responsibilities:

- Provided end to end management of strategy and analyst relationships
- Prioritized, scheduled and managed two-way communications with industry analyst firms
- Ensured timely and effective completion of projects
- Managed the flow of information as well as relations activities
- Developed strategies and implemented programs to keep the industry analyst current on company's performance and capabilities
- Engaged with business units for SWOT analysis and strategic review opportunities

Senior Manager, Public Relations and Analyst Relations May 2004 – December 2006
General Services Administration, Atlanta, GA

Education:

Master of Science in Business Management
Stanford University, CA, 1999

Bachelor of Science in Business Administration Major in Management
Stanford University, CA, 1997

Skills:

- Driven and determined
 - Good communication skills, both written and verbal
 - A creative approach to new campaigns
 - Good negotiating and interpersonal skills
 - Strong organizational skills
 - Commercial awareness, for pricing and analyzing data
 - Good numeracy skills and a knowledge of statistics
 - A high standard of computer literacy
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Awards and Honors:

Dean's Lister, Stanford University, 1999
Senior Member, MBA Association, 2003

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