

NAME Phone: (111) 111-1111 Email: myaccount@gmail.com

Communications Specialist

- Deep experience as writer, editor, photographer in journalism and public relations.
- Experience in Content Management Systems including Drupal, Wordpress, Blackbaud Luminare, Open Text/Red Dot, Ektron/Episerver, Association Director, others.
- Organized business communicator, planning and producing content for websites. Experienced in SEO (Search Engine Optimization).
- Specifically skilled in working with internal and external sources to organize projects such as new websites, press releases, articles, photography, and image manipulation.
- Collaborative work on teams in public relations, promotion, and event planning. Wrote and distributed press releases for [National nonprofit] education events.
- [City, state] Amateur Radio Emergency Service
– *Press Liaison*
Wrote and distributed press releases and brochures regarding activities of this emergency communications group. Events included coverage of callouts for storms, hospital communication outage, and media event for “Field Day”, annual national day of demonstration of amateur radio for emergencies. Successful press placement in print and broadcast.

Relevant Professional Experience

Producer, Host

Current

[Name of show] – weekly 90-second radio/web program about xxxxxxxxx.

Music Artist Promotion

May 2011 – Present

- Posting to both personal and band pages on social media to promote artist
- Posting to artist Twitter account
- Creation of audio and video products
- Creation of promotional materials

Energy Federation, Inc. City, State

Contracted e-commerce data entry specialist

August 2021 – October 2021

- Edited and updated product listings in e-commerce data sets

- Researched products on manufacturer websites to get accurate specifications

University System of New Hampshire, City, State
Contracted HR Department Administrative Assistant

May 2021 – July 2021

United Health Group, City, State
Contracted Enrollment and Eligibility Representative

Sept. 2019 - Feb. 2021

News Reporter and Editor - various full-time and part-time newspaper jobs
2018-2020

Contracted Web Developer
February– December 2017

Improved and developed layouts and styling for five new Wordpress sites at [City] **University, College of Arts & Sciences**. Ensured consistent and proper branding on site templates. Created mobile layouts and breakpoints to make sites responsive. Collaborated with content owners to research and suggest photography and design elements.

Staff Web Manager: [National Nonprofit]

2013 – 2017

- Enhanced non-profit's reputation and fundraising by improving the website user experience with information and outreach. Copy editing of web content, photography and photo editing.
- Managed and upgraded all chapter websites in multiple content management systems (Wordpress, Drupal, Blackbaud Luminare, Open Text/Red Dot).
- Created new landing pages and microsites, and improved SEO and analytics reporting.
- Wrote newsletter items and helped select appropriate images for newsletter and website.
- Edited and managed content files and created original web code. Worked in marketing and communications departments, cooperating and coordinating branding and content with colleagues both within the department and in other departments.
- Co-producer and audio engineer of the chapter's podcast.

Education

Bachelor of Arts in Mass Communications, XXX University, City, State