



# MICHAEL ANDERSON

## Senior Internal Communications Manager

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### SUMMARY

Dynamic and results-oriented Internal Communications Executive with over 10 years of experience in developing and implementing strategic communication initiatives across diverse sectors. Adept at fostering a cohesive organizational culture through effective messaging and stakeholder engagement. Demonstrates a profound understanding of both internal and external communication frameworks, ensuring alignment with corporate goals and employee engagement.

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### WORK EXPERIENCE

#### Senior Internal Communications Manager Global Tech Innovations

Jan 2023 - Present

- Developed and executed comprehensive internal communication strategies aligned with corporate objectives.
- Managed cross-functional teams to create engaging content for various communication channels.
- Implemented employee feedback systems to assess communication effectiveness and enhance engagement.
- Facilitated leadership communication workshops to improve executive messaging skills.
- Leveraged digital platforms to streamline information dissemination across global offices.
- Conducted regular assessments of communication initiatives, leading to a 25% increase in employee satisfaction scores.

#### Internal Communications Specialist Innovative Solutions Group

Jan 2020 - Dec 2022

- Crafted internal newsletters and bulletins to enhance transparency and inform staff of company updates.
  - Collaborated with HR to develop onboarding communication materials that increased new employee engagement.
  - Utilized analytics tools to measure the impact of communication campaigns on employee morale.
  - Organized town hall meetings to facilitate direct communication between staff and leadership.
  - Developed crisis communication plans that effectively managed internal messaging during organizational changes.
  - Achieved a 30% improvement in internal communication metrics through targeted initiatives.
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### EDUCATION

#### Master of Arts in Communication Management, University of California, Berkeley

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** strategic communication, stakeholder engagement, crisis management, digital platforms, employee feedback, content creation
- **Awards/Activities:** Recognized with the Internal Communications Excellence Award for outstanding strategic initiatives.
- **Awards/Activities:** Successfully led a project that enhanced internal communication efficiency, reducing response time by 40%.
- **Awards/Activities:** Authored a best practices guide adopted company-wide for internal communication strategies.
- **Languages:** English, Spanish, French