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EXPERTISE SKILLS

- change management
- cross-functional leadership
- analytics
- storytelling
- employee engagement
- content creation

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Master of Arts in Organizational Communication, University of Denver

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

INTERNAL COMMUNICATIONS LEAD

Accomplished Internal Communications Executive with extensive experience in fostering organizational alignment through effective communication strategies. Possesses a strong background in change management, capable of navigating complex organizational transformations while maintaining employee engagement. Expertise in utilizing analytics to inform communication approaches, ensuring messages resonate with diverse audiences. Demonstrates exceptional leadership abilities in managing cross-functional teams, driving results through collaboration and innovation.

PROFESSIONAL EXPERIENCE

Tech Solutions Corp

Mar 2018 - Present

Internal Communications Lead

- Led the internal communications function during a major company merger, ensuring a seamless transition.
- Developed targeted communication plans that addressed employee concerns during organizational changes.
- Created engaging content for intranet platforms to enhance employee understanding of corporate strategies.
- Facilitated focus groups to gather employee feedback and refine communication strategies.
- Implemented metrics to evaluate the effectiveness of internal messaging initiatives.
- Achieved a 40% increase in employee awareness of company goals through strategic communication efforts.

Retail Group LLC

Dec 2015 - Jan 2018

Communications Specialist

- Contributed to the development of internal communication strategies that enhanced employee engagement.
- Assisted in managing internal social media platforms to encourage employee interaction and feedback.
- Produced video content for internal campaigns, improving message delivery and retention.
- Supported the organization of employee recognition events to celebrate achievements.
- Monitored communication trends to suggest improvements to internal processes.
- Received commendation for improving clarity and frequency of communication across departments.

ACHIEVEMENTS

- Led a communication initiative that resulted in a 30% increase in employee retention rates.
- Recognized for outstanding performance in managing communication during organizational change.
- Developed an award-winning internal newsletter that significantly improved