



MICHAEL ANDERSON

Senior Internal Communications Specialist

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SUMMARY

Accomplished communications professional with over a decade of experience in shaping internal messaging strategies within multinational corporations. Expertise in fostering employee engagement through innovative communication initiatives and leveraging digital platforms to enhance information dissemination. Proven ability to collaborate with cross-functional teams to align corporate objectives with effective internal communication practices. Strong analytical skills enable the measurement of communication effectiveness and employee sentiment, driving continuous improvement in messaging.

WORK EXPERIENCE

Senior Internal Communications Specialist Global Tech Innovations

Jan 2023 - Present

- Developed and implemented a comprehensive internal communication strategy that increased employee engagement by 30%.
- Collaborated with HR to create a feedback loop for employee surveys, enhancing response rates by 40%.
- Managed and optimized the company intranet, leading to a 50% increase in content engagement.
- Designed and executed quarterly town hall meetings, improving executive visibility and employee participation.
- Led crisis communication efforts during organizational restructuring, maintaining employee trust and morale.
- Facilitated workshops to train managers on effective communication practices, resulting in a 25% improvement in team communication metrics.

Internal Communications Coordinator Innovative Solutions Group

Jan 2020 - Dec 2022

- Assisted in the development of internal newsletters, increasing readership rates by 20%.
 - Coordinated internal events that fostered a culture of collaboration and innovation.
 - Utilized analytics to assess employee engagement with communication materials, refining strategies accordingly.
 - Maintained relationships with various departments to ensure alignment in messaging.
 - Supported the launch of an employee recognition program, improving morale and retention rates.
 - Created content for internal social media platforms, driving a 15% increase in employee interaction.
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EDUCATION

Master of Arts in Communication, University of California, Berkeley

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** strategic communication, employee engagement, digital platforms, project management, crisis management, analytics
- **Awards/Activities:** Successfully led a company-wide communication initiative that resulted in a 35% increase in employee satisfaction scores.
- **Awards/Activities:** Received the 'Outstanding Team Award' for excellence in communication during a major corporate merger.
- **Awards/Activities:** Authored a best-practice guide on internal communication that was adopted company-wide.
- **Languages:** English, Spanish, French