



MICHAEL ANDERSON

INTERNAL COMMUNICATIONS MANAGER

CONTACT

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- San Francisco, CA

SKILLS

- internal messaging
- digital communication
- employee feedback
- project coordination
- change management
- metrics analysis

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN COMMUNICATION STUDIES,
UNIVERSITY OF WASHINGTON**

ACHIEVEMENTS

- Developed a crisis communication plan that was successfully implemented during a company-wide restructuring.
- Received 'Employee of the Year' award for outstanding contributions to internal communications.
- Increased employee participation in communication surveys by 40% through targeted engagement strategies.

PROFILE

Dynamic internal communications manager with extensive experience in enhancing organizational culture through effective messaging. Proven track record in developing and executing communication strategies that resonate with diverse employee populations. Skilled in utilizing technology to streamline communication processes and facilitate feedback mechanisms. Demonstrated ability to synthesize complex information into clear, engaging content that promotes understanding and alignment with corporate goals.

EXPERIENCE

INTERNAL COMMUNICATIONS MANAGER

Tech Innovations Corp

2016 - Present

- Designed and executed a new internal communication platform, improving information accessibility by 60%.
- Led initiatives that enhanced cross-departmental communication, resulting in a 40% increase in project collaboration.
- Implemented a feedback mechanism that increased employee input on communication strategies by 50%.
- Coordinated the production of a monthly video update from the CEO, enhancing executive visibility.
- Developed communication materials for major organizational changes, ensuring clarity and reducing resistance.
- Organized focus groups to assess communication effectiveness, driving continuous improvement.

COMMUNICATIONS ANALYST

Visionary Enterprises

2014 - 2016

- Supported the development of an internal communication strategy that increased employee engagement scores by 25%.
- Assisted in the management of the company intranet, leading to a 30% increase in content views.
- Created and distributed internal surveys to gauge employee sentiment and satisfaction.
- Facilitated training sessions for managers on effective communication techniques.
- Contributed to the production of quarterly employee newsletters, improving readership by 20%.
- Analyzed communication metrics to inform strategy adjustments.