



MICHAEL ANDERSON

Internal Communications Manager

Creative and strategic internal communications manager with a focus on enhancing employee experience through effective messaging and engagement initiatives. Proven expertise in developing communication strategies that drive organizational alignment and improve employee morale. Strong background in utilizing digital communication tools to reach diverse employee audiences. Demonstrated ability to lead communication efforts during organizational changes, ensuring all employees are informed and engaged.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Arts in Communication

University of Michigan
2016-2020

SKILLS

- strategic messaging
- employee engagement
- digital tools
- organizational alignment
- feedback mechanisms
- collaboration

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Internal Communications Manager

2020-2023

Innovative Health Solutions

- Developed and executed a comprehensive internal communication strategy that increased employee engagement by 30%.
- Managed the redesign of the company intranet to enhance user experience and accessibility.
- Facilitated monthly communication forums to encourage employee feedback and discussion.
- Coordinated the production of internal video updates from leadership, improving transparency.
- Implemented a recognition program that highlighted employee achievements, boosting morale.
- Utilized communication metrics to assess the effectiveness of messaging strategies.

Communications Associate

2019-2020

Creative Marketing Agency

- Supported the development of internal communications that improved employee awareness of company initiatives.
- Assisted in organizing team-building events that fostered collaboration.
- Created engaging content for internal newsletters, increasing readership rates by 25%.
- Analyzed employee feedback to refine communication strategies.
- Coordinated the launch of an employee engagement survey, driving participation.
- Collaborated with various departments to ensure consistent messaging.

ACHIEVEMENTS

- Increased employee satisfaction scores by 35% through targeted communication initiatives.
- Received the 'Best Communication Strategy' award for innovative internal campaigns.
- Successfully led communication efforts during a major rebranding initiative.