

# MICHAEL ANDERSON

Internal Communications Manager

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Innovative internal communications manager with a proven track record of enhancing employee engagement and fostering a culture of open communication. Skilled in developing and implementing strategic communication plans that align with organizational goals. Strong expertise in utilizing technology to facilitate communication and engagement among employees. Demonstrated success in managing internal communications during periods of significant change, ensuring clarity and consistency.

## WORK EXPERIENCE

### Internal Communications Manager | Premier Retail Group

Jan 2022 – Present

- Developed and executed an internal communication strategy that resulted in a 40% increase in employee engagement.
- Launched a new internal communication platform that improved information flow across departments.
- Conducted regular training sessions on effective communication for team leaders.
- Created engaging multimedia content for internal newsletters, increasing readership.
- Organized quarterly employee forums to gather feedback and discuss company initiatives.
- Utilized data analytics to measure the impact of communication strategies.

### Communications Coordinator | Global Logistics Solutions

Jul 2019 – Dec 2021

- Supported the creation of internal communication materials that promoted employee engagement.
- Assisted in organizing events that fostered team collaboration and communication.
- Produced content for internal newsletters, improving engagement rates.
- Gathered employee feedback to refine communication strategies.
- Participated in the rollout of an employee recognition program.
- Collaborated with various departments to ensure message consistency.

## SKILLS

employee engagement

strategic planning

technology utilization

content creation

change management

analytics

## EDUCATION

### Master of Arts in Strategic Communication

2015 – 2019

Northwestern University

## ACHIEVEMENTS

- Increased employee satisfaction scores by 30% through effective communication strategies.
- Received the 'Innovative Communication Award' for excellence in internal communications.
- Successfully managed communication during a major organizational restructuring.

## LANGUAGES

English

Spanish

French