

**Full Name** City, State | 123-555-5555 | [email@email.com](mailto:email@email.com) | LinkedIn URL

**PROFESSIONAL SUMMARY**

Dynamic professional with 10-year record of managing projects in communications, client service, education, and campaign finance. Skilled communicator and strategic thinker who brings creativity, task orientation, and strong interpersonal skills to a leadership role.

**SKILLS**

**Strategic Communications**

- Developed and built proactive shareholder communications program for public company that contributed to increasing shareholder value by 200%
- Advised CEO on communications strategy based on company position, shareholder sentiment, and public perception
- Collaborated with executive management to write scripts for media conference calls.
- Performed identity consulting and developed position statements for public and private companies.

**Public Relations/Client Service**

- Served as company spokesperson at public corporation.
- Established and supervised materials request fulfillment process for company’s investor relations program.
- Hosted investor visits and led company tours.
- Pitched news stories and managed their dissemination to media outlets.

**Leadership**

- Implemented bi-monthly meetings with 9 other department heads to discuss goals, updates, and challenges—increasing productivity across departments by 20% in the first year
- Chosen by peers as team lead on 15 out of 32 projects in 2016, 30% more projects led by any other team member
- Organized quarterly volunteer projects with upwards of 50 volunteers per event

**International Expertise**

- Culturally sophisticated independent traveler who has lived in Europe and Asia. Extensive international knowledge and experience in over 20 countries on five continents.
- Consulted on cultural and economic issues related to Southeast Asia for non-profit organization.

**EMPLOYMENT HISTORY**

<b>Analyst</b>	UCSF Institute for Global Health, San Francisco, CA	2018-Present
<b>Special Ed English Instructor</b>	Thanh Xuan Peace Village, Hanoi, Vietnam	2017
<b>Communications Consultant</b>	Globe-Tex Apparel, New York, NY	2015-2017
<b>Manager - Investor Relations</b>	Imatron Inc. (NASDAQ: IMAT), So. San Diego, CA	2012-2015

**EDUCATION**

<b>M.F.A., Writing</b>	University of San Francisco	2012
<b>M.A., Writing</b>	University of San Francisco	2008
<b>B.A., Political Science</b>	University of Georgia	2004