ROBERT SMITH

Communications Specialist

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Fast learner and hard worker with a keen eye for detail with strong design and editing techniques. Passion for the art of both written and visual storytelling, with design talents repeatedly recognized through top honors.

EXPERIENCE

Communications Specialist
TEXAS VETERANS COMMISSION - NOVEMBER 2010 – 2019

- Implement marketing, promotional, and outreach campaigns directed to veterans, communities, campuses and stakeholders.
- Respond to general veterans inquiries including media requests, fact sheets, and talking points.
- Lead on social media tools and technologies, with a track record of creating and implementing successful social media programs.
- Drive brand awareness, engagement and traffic to social media pages.
- Develop new website content, participate in usability testing, and oversee maintenance of current website information.
- Create layout, design, production, and bid processes for printed and online material that promotes the agencys mission.
- Maintain, collect and prepare data to create reports and informational materials in response to inquiries made by the public, the Legislature, and other external organizations.

Communications Specialist
ABC Corporation - 2005 – 2010

- Supervise staff of 6 employees.
- Create monthly newsletter.
- Develop promotional materials for increased visibility.
- Organize and facilitate community events and fairs.
- Increase enrollment and market daycare via social media outlets.
- Manage website content.
- Communicate effectively with parents about enrollment needs and payment options.

EDUCATION

- Bachelor of Interdisciplinary in Interdisciplinary - (Arizona State University)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

SKILLS

Graphic Design, Project Management, Event Planning, Web Development, Public Speaking.