

## Objective

Dedicated professional with extensive advocacy and communications experience in a diverse range of disciplines. Offering a 4+ year track record in a supervisor role. As an experienced, educated, self-motivated writer and communications specialist, Seeking employment opportunities within the advocacy field.

## Skills

Public Relations, Public Speaking, Media Relations, Financial Writing, Publication Design, Employee And Customer Communication, Desktop Publishing, And Government Relations, Computer-assisted Data Analysis.

## Work Experience

### Communications Technician I

**ABC Corporation** - August 1998 – June 2004

- Communications Management Developed and managed written correspondences and submitted request for support and personnel and supplies for organizations top management.
- Developed monthly and weekly training schedules and training reports for 265 employees.
- Trained prepared other personnel actions for members, such as participation at professional conferences and seminars.
- Outstanding communication skills in dealing with clients and employees.
- Instructed members of my team to ensure that high quality communications were established that included the design, installation, interconnection, and operation of communication networks and information systems used to transmit information and data.
- Recognition & Awards Awarded Navy and Marine Corps Achievement Medal for outstanding performance as a Special Projects Coordinator.
- Good Conduct Medal Unit Commendation Medal Skills Used Managed various jobs to include administrative, electronic and unit training clerks.

### Communications Technician

**ABC Corporation** - 1994 – 1998

- Provisioned and maintained AT&T DS1 and DS3 ATM & Frame relay circuits.
- Responsible for testing AT&T circuits on ATM & Frame Relay high speed circuits before handing over to the customer.
- Worked with Local Exchange carriers, Central Office Technicians, and customer vendors to provide service to far end customers and troubleshoot circuit problems.
- Proficiently used Network systems for testing Cisco based ports and PVCs, DS1s & DS3s.
- Proficiently used databases to query and change routing, read circuit layouts, test and provision DS1s and DS3s data circuits.
- Proficiently used tracking systems to manage projects and orders on specific timelines and date trails including expedites and escalations.
- Proficiently used ticketing systems to communicate with internal and external entities as well as customers to provide status and initiate trouble shooting..

## Education

BS in Communications - 2011(Drexel University - Philadelphia, PA)