



NOAH WILLIAMS

Internal Communications Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Strategic Communication Planning



Stakeholder Engagement



Crisis Communication Management



Relationship Building



Audience Analysis



INTERESTS

📖 Birdwatching 🧳 Traveling

🏠 Sports Coaching 🧶 Knitting

STRENGTHS

🔗 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

LANGUAGES



English



Swahili



Spanish

ACHIEVEMENTS

🌟 Launched a revamped internal newsletter, resulting in a 30% increase in employee engagement.

🌟 Designed and implemented an employee feedback initiative, enhancing satisfaction scores by 20%.

PROFESSIONAL SUMMARY

Internal Communications Manager with 5 years of experience in enhancing employee engagement and fostering organizational alignment. Expert in crafting targeted communication strategies that utilize diverse channels to promote transparency and collaboration. Passionate about driving initiatives that connect teams and reinforce a unified workplace culture.

WORK EXPERIENCE

Internal Communications Manager

📅 Jan / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Managed the company intranet to enhance internal communication and employee engagement.
2. Analyzed communication effectiveness and developed plans for continuous improvement.
3. Supported corporate citizenship initiatives through employee surveys and annual reports.
4. Created a dynamic internal newsletter that improved information dissemination.
5. Highlighted best practices and employee achievements to align messaging with corporate strategy.
6. Developed tailored communication resources for leadership to facilitate effective messaging.
7. Collaborated with cross-functional teams to ensure cohesive storytelling across the organization.

Internal Communications Manager

📅 Jan / 2020-Jan / 2021

Summit Peak Industries

📍 Denver, CO

1. Acted as the primary internal communications advisor for senior leadership and multiple business units.
2. Crafted executive communications for C-suite executives to enhance message clarity.
3. Planned and executed communications for key organizational events and initiatives.
4. Authored newsletters, presentations, and web content to ensure consistent messaging.
5. Developed strategic communications plans for leadership events, driving engagement.
6. Coordinated feedback sessions to refine communication strategies based on employee input.

EDUCATION

Bachelor of Arts in Communication

📅 Jan / 2019-Jan / 2020

University of Michigan

📍 Santa Monica, CA

Focused on strategic communication and media studies.