

DIGITAL COMMUNICATIONS SPECIALIST

Summary

Digital communications professional with over 10 years of experience seeking a new opportunity where I am able to use and expand my experience in writing and editing, online marketing, social media strategy and management, blogging, and web content management.

Skills

- Solid knowledge of AP Style
- Excellent knowledge of use of Microsoft Office - Excel, Word, PowerPoint, Outlook
- 508 compliance
- Website content management with OpenSource platforms
- Proficient use of mass marketing systems
- Proficient use of Google Analytics
- Proficient use of Hootsuite Sprout Social to maintain social media networks
- Technical writing background with experience writing for national publications
- Basic knowledge of Adobe Acrobat Pro, Photoshop, and Illustrator

Experience

Digital Communications Specialist 12/2015 to Current Company Name City , State

- Develop, write and execute communication plans for projects of all scale.
- Manage social media accounts (Facebook, LinkedIn, Twitter and YouTube) for the Social Security Administration's Ticket to Work program.
- Utilize Sprout Social to schedule and manage social media posts and activity.
- Coordinate closely with the Information Technology (Systems) department and client to write about complex subject matter.
- Ensure accessibility of PDFs and compliance with standards established by Section 508 of the Rehabilitation Act of 1973.
- Develop, coordinate and implement content for all communication channels.
- Edit and develop content so it is optimized for website publication.
- Coordinate closely with managers project-wide to ensure delivery of website content, publications, and training materials and courses.

Communications Specialist 08/2012 to 12/2015 Company Name City , State

- Ensured consistence and accuracy in internal and external communications.
- Edited and revised all marketing content to guarantee the highest quality of writing.
- Created and edited content for the organization's annual report.
- Developed and implemented communication strategies and information programs.
- Created and carried out social media strategy and oversee implementation of national social media campaigns.
- Worked with Subject Matter Experts to develop messaging and content.
- Developed, wrote and edited proposals, marketing and communications plans, marketing materials and website content.

Reporter 06/2008 to 08/2012 Company Name City , State

- Wrote for Accounting & Compliance Alert, a daily online newsletter focused on the accounting profession.
- Edited and proofread articles.
- Covered Congress, specifically the House Financial Services Committee and Senate Banking Committee.
- Wrote about tax law, regulations and issues impacting investors and public companies.

Reporter 06/2006 to 06/2008 Company Name City , State

- Wrote articles covering commercial real estate in a real-time news environment.
- Wrote daily for eNewsletter.
- Standardized press releases for publication.
- Promoted to the position of Reporter II in June 2007, after taking on more challenging assignments, writing daily and monthly columns, and tackling a wider array of subject matter.

Education and Training

B.A : Communication May 2006 George Mason University City , State Communication

Skills

Adobe Acrobat, Photoshop, develop content, Content management, Google Analytics, marketing manager, marketing materials, newsletter, press releases, Rehabilitation, tax law, Technical writing, training materials