**COMMUNICATION SKILLS RESUME**

Hannah Lee

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**Objective**

Highly motivated communications specialist with five years of experience in communications and public relations. Tech-savvy professional seeking a rewarding digital communications manager position for a mission-driven organization.

**Experience**

**Communications Specialist, Edison Communications: 20XX-present**

* Write scripts and direct videos for Instagram and Facebook
* Manage press releases for 15 clients
* Oversee a team of three employees
* Developed social media strategy for five clients, leading to a 25% increase in social media traffic

**Communications Assistant, Miller & Miller: 20XX-20XX**

* Contributed to a 15% increase in ROI for three clients
* Managed Facebook profiles for 10 clients
* Wrote weekly email newsletters for five clients

**Communications Intern, Miller & Miller: 20XX-20XX**

* Assist with writing posts and sourcing images for clients’ social media pages
* Perform preliminary research and write drafts for clients’ press releases
* Created presentations for stakeholder meetings

**Certifications**

* Hootsuite: Social Marketing Certification
* HubSpot: Content Marketing Certification
* Public Relations Society of America: Accreditation in Public Relations

**Education**

Bachelor of Communications, University of Maryland: 20XX

Honors: Magna cum laude

GPA: 3.9

**Coursework**

* Communications in the Digital Age
* Communication Research
* Media in Communication
* Public Relations
* Public Speaking
* Theories of Persuasion

**Skills**

* Copywriting
* Email marketing platforms
* Media relations
* Motivation and team building