Your M. Name

Communication Specialist

Summarize who you are and what you bring to the table.

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Experience

Company· Title · MM/YYYY - MM/YYYY

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Company· Title · MM/YYYY - MM/YYYY

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Company· Title · MM/YYYY - MM/YYYY

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Company· Title · MM/YYYY - MM/YYYY

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Philadelphia, [PA • email@domain.com](mailto:email@domain.com) • 555-555-5555

Education

Name of School City, State

Degree, MM/YYYY

**Relevant Coursework**

# Intro to Journalism

* Intro to Marketing
* Public Relations Writing
* Business Communication Writing
* Techniques of Public Speaking
* Professional Presentations
* Social Media and Communication
* Technology in Communication

**Acquired Skills**

# Effective oral, verbal and written communicator

* Extensive software proficiency including Microsoft Office and Adobe
* Flexible team player with experi- ence working with multi-national/ multi-lingual teams
* Proven relationship builder with stellar interpersonal skills
* Innovative problem solver who can generate workable solutions
* Results-driven achiever