



JOHN SMITH

Communications Manager

PROFILE

A highly experienced Communications Officer who can lead the creative and communications department of an organization for enhancing the PR and marketing of the organization.

Due to my background in Digital Marketing, Designing and Communications; I have learned the whole 360 degree of Marketing and Public Relations. I can effectively create a strategy which puts an organization's name in the mainstream market both through digital and conventional methods.

I have studied Media Sciences and Public Relations from the acclaimed University of Wharton and have attended several workshops related to marketing and communications in general.

CONTACT

PHONE:
004-638-2947

LINKEDIN:
[Linkedin.com/john.smith](https://www.linkedin.com/in/john.smith)

EMAIL:
John.smith91@gmail.com

EDUCATION

University of Wharton

September 2007 – June 2009

Studied **Master of Arts in Public Relations and Advertising**

Scored a whopping CGPA of 3.7/4.0 and participated in a variety of local debates in the university. I was an active member of the Editorial Board where I employed a crucial role in giving designing based effective ideas.

University of Nottingham

September 2002 – June 2006

Studied **Bachelor of Arts in Humanities**

Managed to score a CGPA of 3.5/4.0. Main interest areas included Creative Writing and Linguistics with minors in Advertising and Economics. I knew I had a flare for creativity and wanted to work mainly in Advertising so chose my subjects accordingly. Was an active member of the Debate Club and Editorial Board, as well as the Theatrical Society.

Middlesex Institute for Higher Secondary Education

August 1997 – May 2002

Scored 2As and 1B in A levels. A Levels subjects included Economics, English Literature and Accounts.

Scored 3As and 2Bs in O Levels. O Levels subjects included Biology, Chemistry, Physics, English Language and Mathematics.

WORK EXPERIENCE

Warner and Parkinson Creatives *Manager Communications*

December 2013–Present

As the Manager Communications, my responsibilities and tasks revolve around leading the Communications and Creative Department to ensure that the organizational goals are achieved through successful implementation of strategies.

In detail, tasks and responsibilities include:

- Creating and devising strategies on a monthly basis
- Discussing the latest strategies with the upper level management
- Ensuring approval of devised strategy
- Communicating the strategies and goals to the department staff
- Meeting with the departmental staff for discussing the communications strategy

HOBBIES

- Foosball and board games
- Reading articles & newspaper
- Participating in area debate groups
- Gardening and decorating the yard
- Practicing designing and animation in free time
- Browsing through the internet for latest designing trends
- Reading thriller novels and short stories

Harriet International *Jr. Communications Officer*

July 2010–November 2013

As the Jr. Communications Officer, I was assisting the Director Communications and ensuring that all tasks related to Communications were rendered completed by the Communications team.

Therefore, my tasks in detail included:

- Establishing liaison with clientele and the Director Communications
- Working with the Communications team to draft rough Communications strategies
- Acquiring approval of Communications strategies from the Director Communications
- Resolving any kind of issues arising within the Communications department

Logicose Pvt. Ltd *Asst. Team Lead Creative Department*

August 2006–May 2010

Joined the organization an intern Creative Writer and gradually rose to the rank of Asst. Team Lead Creative Department where I was overseeing the Writers, Designers and all the staff within the Creative Department for assisting the Director Creative Department.

SKILLS

