

Aliveah Maliszewski

Communications manager

✉ aliveah.maliszewski@gmail.com

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📍 1234 Elm Street, New York, NY
10001

Education

Bachelor of Science in Communications at University of Maine

Sep 2013 - May 2017

I have learned how to communicate effectively with others, how to write and edit various types of communication materials, and how to use different media to communicate messages.

Links

[linkedin.com/in/aliveahmaliszewski](https://www.linkedin.com/in/aliveahmaliszewski)

Skills

Writing

Editing

Public Speaking

Media Relations

Social Media Management

Event Planning

Marketing

Languages

English

Japanese

Profile

I have over 5 years of communications management experience. I have a proven track record in developing and executing successful communication plans. I am an expert at managing projects, people, and budgets. I am a strategic thinker who can see the big picture and develop creative solutions to achieve objectives. I have a high level of political acumen and know how to navigate complex organizations.

Employment History

Communications Manager at Comcast, ME

Mar 2022 - Present

- Wrote and distributed press releases that resulted in an increase of media coverage by 20%.
- Led a team of 4 communications specialists and increased department productivity by 25%.
- Implemented new social media strategy resulting in a 30% growth in followers.
- Wrote speech for the CEO that was delivered at 3 national conferences.
- Managed annual budget of \$1 million with no overages.

Communications Specialist at FairPoint Communications, ME

Aug 2017 - Feb 2022

- Wrote and distributed press releases that resulted in an increase of media coverage by 20%.
- Developed a social media strategy that increased followers by 30% within the first 6 months.
- Planned and executed 3 successful events with attendance exceeding 500 people.
- Designed and implemented a new email marketing campaign which saw open rates increase from 15% to 25%.
- Managed all aspects of company website, including content updates and design changes – resulting in a 10% uptick in web traffic.

Certificates

Certified Communications Manager (CCM)

Oct 2020

Certified Strategic Communications Professional (CSCP)

Jun 2019

Memberships

American Management Association

National Communication Association