Your Name

Communications Manager

City, State | (555) 555-0123 | your.name@email.com | linkedin.com/in/yourname

SUMMARY

Independent communications consultant with nine years of client work for hospitals, health-tech startups and nonprofits. Turns complex clinical and technical topics into content that patients and employees actually read, and tracks the results in open rates, enrollment and site traffic.

SKILL AREAS

Content strategy

- Rebuilt the patient-education library for a regional hospital system, raising monthly page views 48% in six months.
- Planned a 12-month content calendar for a health-tech startup that grew newsletter subscribers from 3,000 to 11,000.

Internal and change communications

- Wrote and ran the communications plan for a 2,500-employee electronic health record rollout; 87% of staff said they felt prepared at launch.
- Launched a monthly leadership video series for a nonprofit, reaching staff in all 40 field offices.

Writing and editing

- Edited more than 30 grant applications for community health nonprofits, contributing to $2.1M in awarded funding.
- Created a plain-language style guide now used by three client marketing teams.

SELECTED PROJECTS

Open enrollment campaign | Client: regional employer, 1,800 employees 2024

- Designed the email and intranet campaign; benefits enrollment completion rose from 71% to 93%.

New clinic launch | Client: community health center 2023

- Led messaging for a new pediatric clinic, which booked 1,200 appointments in its first quarter.

EMPLOYMENT HISTORY

Independent Communications Consultant | Self-employed, City, ST 2019 – Present

Communications Specialist | Company Name, City, ST 2016 – 2019

Marketing Coordinator | Company Name, City, ST 2014 – 2016

EDUCATION AND CERTIFICATIONS

B.A., Communications | University Name, City, ST 2014

Accredited in Public Relations (APR) | Universal Accreditation Board 2020