

## INTERNAL AUDIT ASSISTANT

### Professional Summary

Communications professional with exceptional writing and editing skills. Extensive experience in print and web content development, media relations and special event planning.

### Core Qualifications

- Experienced with Adobe Photoshop and Illustrator
- Creative at complex problem solving
- Proficient in Microsoft Office Suite, SCALA, Teamsite, Teammate and Word Press
- Proficient in AP style guidelines
- Experience across social media platforms; Twitter and Facebook
- Superb writer and editor
- Media relations training
- Financial communication
- Deadline-driven
- Strategic planning
- SharePoint
- Deadline-driven

### Experience

#### INTERNAL AUDIT ASSISTANT

March 2013 to June 2015 Company Name - City , State

- Edit and revise all Audit & Executive reports and presentations to ensure the highest quality of writing
- Facilitate and coordinate monthly meetings, annual department and manager conferences and other events.
- Prepare and process expense reports and invoices
- Planned travel arrangements for 20 executives and staff
- Created and maintain spreadsheets using advanced Excel functions and calculations to develop reports and lists

#### PUBLIC RELATIONS COORDINATOR

January 2012 to February 2013 Company Name - City , State

- Planned and publicized events, including designing promotional materials for the organization's quarterly and annual Summits and events
- Assisted in designing marketing materials to attract sponsors for the events
- Assisted with coordination of community relations activities
- Wrote articles and press releases for the organization's newsletter
- Maintained Summit website using WordPress
- Developed and maintained marketing collateral materials
- Created and monitored social media content.

#### PUBLICATIONS SPECIALIST

April 2004 to November 2010 Company Name - City , State

- Responsible for project planning and design of numerous departmental strategic and tactical initiatives
- Managed project planning and schedules for quarterly employee publication, which included identifying tasks, duration, resources and deliverables
- Researched and gathered information for content of publications
- Edited economic education material, including bookmarks and publications, distributed to area schools
- Wrote articles in the Bank's quarterly publication and internal website on employee-related subjects
- Supervised college interns in the department
- Wrote press releases, reports and correspondences
- Worked with graphic designers with layout of publications
- Managed content on internal and public website; worked with end-users to gauge success of messaging
- Managed content, software and equipment maintenance for Federal Reserve electronic message board system
- Managed and maintained crisis communications and business continuity plans for the company
- Facilitated Fifth District Federal Reserve Bank's regional forums town hall meetings and other events.

#### PRODUCTION ASSISTANT

February 1995 to April 2004 Company Name - City , State

- Integral member of team assigned with the task of design and layout of national business magazine
- Authored - analytical, investigative, and economic development articles
- Managed press checks, fact checking, and proofreading for all articles in magazine
- Served as production coordinator for academic publications and public policy articles written by Federal Reserve System economists (including, typesetting for print, creating and editing graphs, tables, technical charts and figures)
- Responsible for managing sensitive and confidential information regarding the entire Reserve Bank's crisis management issues
- Successfully led key project of designing, creating, and implementing Crisis Communications Survey, which resulted in identifying and assessing departmental crisis management training needs
- Analyzed the survey data and made recommendations to management to improve department's Crisis Management Process
- Created and maintained Fifth District Federal Reserve Bank's Media Relations Database, which increased tracking efficiencies of incoming media calls and requests

- Created and edited documents informing staff of Fifth District Federal Reserve Bank policies, procedures and forums
- Documented, monitored, and resolved Fifth District Federal Reserve Bank's FAQ section on external website, resulting in a redesign of the web page
- Responsible for the redesign of Fifth District Federal Reserve Bank's Code of Conduct brochure to align with company branding
- Qualifications and Relevant Experience Demonstrated ability to interact effectively with all levels, including senior management

#### Education

Bachelor of Arts Bennett College - City , State

#### Skills

AP style, interpersonal skills, community relations, crisis management, Crisis Communications, Database, editing, monitoring and analyzing news and social media, Microsoft Office Suite, write press releases, problem solving, project planning, proof reading, planning and executing employee events, social media platforms, maintain website, writer, written and verbal communications skills