

SOPHIA SCHULTZ

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Summary

Highly organized Communications Specialist with 12 years in the communications field. Areas of expertise include web and print content development, public speaking, and project management. Tech-savvy and strategic communications leader possessing exceptional writing and editing skills. Versed in a range of communications solutions and technologies.

Highlights

- Superb writer and editor
- Media relations training
- Print and electronic media
- Strategic planning
- Deadline-driven
- Exceptional problem solver
- Constant Contact
- Microsoft Office Suite
- SEO knowledge
- Positive attitude

Experience

- | | |
|--|--|
| Communications Specialist
Millsaps Construction <ul style="list-style-type: none">• Oversee company Twitter and Facebook accounts.• Monitor comments and activity on Youtube channel for conformance with communication goals.• Prepare media statements and interview responses.• Write scripts for social media videos and approve all changes.• Ensure company brand and message are maintained in all communications. | 06/2010 to Current
New Cityland, CA |
| Communications Specialist
Red Line Staffing <ul style="list-style-type: none">• Coordinated wide range of communication projects for staff newsletters and policy changes.• Oversaw communications department budget and tracked expenses.• Designed effective strategies to achieve communications goals.• Trained and mentored new communications staff on standards and policies. | 01/2007 to 05/2010
New Cityland, CA |
| Communications Specialist
Lowe and Morton Accounting <ul style="list-style-type: none">• Assisted with project scope and communications outlines for marketing initiatives.• Developed presentations for staff and stakeholder meetings.• Helped public relations staff create effective written material.• Met all project milestones and delivered effective, persuasive copy. | 09/2001 to 12/2006
New Cityland, CA |

Education

- | | |
|---|--|
| Bachelor of Arts: Advertising/Public Relations - Strategic Communications
Jankow University | 2001
New Cityland, CA |
|---|--|

Affiliations

American Marketing Association, Member

Resumes For Communications Careers

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Resumes for Communications Careers, 2003 Strong impressive resumes that lead to the right job This series helps job seekers write resumes that hit the target every time Each book offers essential advice plus nearly 100 sample resumes and 20 cover letters tailored to a job seeker's needs or field of interest Includes a variety of resume formats tips on highlighting strengths and using active vocabulary and helpful work sheets for gathering personal information **Resumes**

for Communications Careers VGM Career Horizons (Firm), 1991 **Real-resumes for Media, Newspaper, Broadcasting & Public Affairs Jobs--** Anne McKinney, 2002 This book will function as a helping hand and lifetime career resource to those who seek media jobs or who want to transition into other fields with a media background In the resumes in this book you will see jobs such as these Radio Account Executive TV Account Executive Art Director Book Editor Book Publisher Broadcasting Intern Commercial Photographer Disc Jockey Freelance Journalist Graphic Designer Morning Talk Show Host Newspaper Journalist Classified Advertising Manager News Photographer Public Affairs Director Public Affairs Specialist Radio TV Producer Television Producer Production Assistant and many more All the resumes and cover letters shown were used in real job hunts by real people
Resumes for Performing Arts Careers, 1997 A strong resume can be the single most important factor in landing the right job This practical up to date guide identifies the essential ingredients of a successful resume for a career in the performing arts It can help you write a concise stylish and easy to read resume that will get noticed Resumes for Performing Arts Careers can help you make the kind of first impression that leads to interviews and job offers Learning to write a strong resume is a smart plan to follow Book jacket **STEP-BY-STEP RESUMES For All**

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writing mistakes Provides updates on the latest changes in the job market that you ll need to take into account when writing a resume Outlines how to approach a lay off in a professional light Covers how to confront privacy and reputation issues in online social job search Whether you re a recent graduate second timer looking for your next job prime timer who hasn t job searched in decades or the unfortunate victim of a lay off Resumes For Dummies takes the fear out of putting your skills on paper and sets you on the path to getting your foot in the door and landing the job of your dreams *Real-resumes for Engineering Jobs* Anne McKinney,2004 Civil engineers mechanical engineers structural engineers marine engineers chemical engineers systems engineers and engineering support personnel have a lot in common when they want to create a resume and this book shows resumes and cover letters of individuals who want to work in the field For those who seek federal employment there s a special section showing how to create federal resumes and government applications Since many technical types aren t writers this comes as a special gift select a winning format plug in your background specs and away you go It s that easy with REAL RESUMES in hand The Midwest Book Review1 885288 42 5 *Real-resumes for Computer Jobs* Anne McKinney,2001 There are hot new jobs in the exploding computer field but how do you get to them and how do you present yourself in the most favorable light so that you can be considered for the best jobs This is the book you need if you want a resume that will help you enter or advance in the computer field You ll find words and job titles which are meaningful only in this industry and you ll make sure that your resume talks the talk of the computer field Get the resume book that will help you professionally talk in language such as the following network engineer local area network LAN wide area network WAN Microsoft Certified System Engineer MCSE management information system MIS fiber optics C UNIX software hardware network switching manager wire and cable systems installer switching them chief technical inspector and many other technical terms and job titles designed to communicate in the lingo of the computer field so that you will have an edge in the job market **Creating Your Career in Communications and Entertainment** Leonard Mogel,1998 This premiere edition from Leonard Mogel provides up to date snapshots with data forecasts and analyses of career opportunities in the worlds of publishing communications media and entertainment A veteran of the printing publishing and movie industries Mogel offers dozens of specific career tips and many interviews with experts in each field Offering visions of dream jobs with a healthy dose of perspective and wisdom this volume is intended for readers interested in pursuing careers in media and entertainment **Winning Resume for Asian Job-Seekers** Kathleen Pokrud,2010-07-11 The First professional resume writing book The First professional resume writing book specially designed for Asian job seekers in the global marketplace Over 20 Senior HR professionals from leading Asian leading companies sharing what criteria they use in screening resumes *Real-resumes for Supply & Logistics Jobs* Anne McKinney,2006 If you ve been working in a specialized field like supply or logistics you really yearn to see sample resumes and cover letters of job hunters who have a similar background to yours These resumes and cover letters were used in real job campaigns and they speak the language of supply

and logistics You will gain insights into how to use the specialized language of supply and logistics and actually translate technical concepts of the supply and logistics field into language that can be easily understood **VGM's Careers**

Checklists Arlene S. Hirsch,1991 Business Communication and Professional Skills Mr. Rohit Manglik,2023-10-23 Enhances communication skills essential for business including writing speaking listening and professional etiquette in workplace scenarios Mastering Your Career: The Art of Resumes for Managers Pasquale De Marco,2025-08-11 Mastering Your Career The Art of Resumes for Managers is the ultimate guide to writing a resume that will help you land your dream job This comprehensive book covers everything you need to know from crafting a compelling profile and showcasing your accomplishments to tailoring your resume to specific roles and industries Whether you re a recent graduate or an experienced professional Mastering Your Career The Art of Resumes for Managers has something for you You ll learn how to write a resume that Captivates recruiters and hiring managers Effectively communicates your unique value proposition Aligns with your career goals and aspirations Showcases your accomplishments and experience in a compelling way Highlights your skills and abilities in a manner that resonates with potential employers In addition to resume writing this book also covers the art of crafting a professional letter of introduction leveraging LinkedIn to enhance your job search and avoiding common resume mistakes With Mastering Your Career The Art of Resumes for Managers you ll have all the tools you need to create a resume that will open doors to new opportunities Here s what you ll learn in Mastering Your Career The Art of Resumes for Managers How to write a resume that stands out from the crowd How to tailor your resume to specific roles and industries How to create a professional letter of introduction How to use LinkedIn to enhance your job search How to avoid common resume mistakes With its clear instructions practical advice and real world examples Mastering Your Career The Art of Resumes for Managers is your essential guide to writing a resume that will help you achieve your career goals If you like this book write a review **Business Communication** DEBASISH, SATHYA SWAROOP,DAS, BHAGABAN,2007-12 Effective communication is the foundation of sound management Regardless of the size of the business we are in a multinational company a medium enterprise or a small scale industry effective communication skills are always needed for success This comprehensive book dwells onto all aspects of business communication which helps to attain success in a business This book is organized in three sections Section I Basics of Communication details on how messages in business should be conveyed clearly and unambiguously through various models of communication It further explains that a message when communicated effectively can help in selling the concept goods products or services more conveniently and effectively Section II Oral and non verbal communication elucidates that besides verbal communication non verbal communication such as gestures postures dressing and hair style also plays an equal and important role in imparting messages in a corporate environment Section III Written communication details on the factors which help to enhance the business writing abilities letters and memos Besides the book teaches various other aspects of business communication like how to prepare for an

interview how to conduct a meeting and also how to draft an impressive resume Primarily intended for the postgraduate students of management the book is equally beneficial for the business professionals and company owners to help them learn the traits of effective communication , **Career Essentials: The Resume** Dale Mayer,2011-04-15 In our current economic conditions job hunters are struggling to attain the perfect job The Internet has made job hunting easier but has made getting the job actually harder It s so easy to apply for jobs today that employers are overwhelmed often receiving thousands of applications per job opening Somehow you have to make sure your application rises to the top of this pile How Through your r sum it s the single most powerful marketing tool you have to showcase your skills and accomplishments That s what this book is all about It shows you how to create the best r sum for you and the job you are applying for There are chapters on the different r sum formats and how to choose the appropriate one for your situation There s a chapter showing you what belongs in each section of the resume and there s even a chapter on how to showcase your skills in the most powerful way There is a section on mistakes to avoid and tips for dealing with any problematic areas Underqualified Overqualified Each of these issues and many more are addressed in this book as is a rarely discussed security issue from posting your resume all over the Internet There is also a chapter on the power of words that will help you to maximize your writing to make your r sum the most powerful selling tool possible Even better all this information is presented in a straightforward style that makes this book easy to read and the instructions even easier to follow Isn t it time you seek out the next step in your life This books has been recently revised and released on April 18 2012 *Resumes for Environmental Careers* ,1994 **The Business Communication Handbook** Judith Dwyer,Nicole Hopwood,2019-07-18 The Business Communication Handbook 11e helps learners to develop competency in a broad range of communication skills essential in the 21st century workplace with a special focus on business communication Closely aligned with the competencies and content of BSB40215 Certificate IV in Business and BSB40515 Certificate IV in Business Administration the text is divided into five sections Communication foundations in the digital era Communication in the workplace Communication with customers Communication through documents Communication across the organisation Highlighting communication as a core employability skill the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete applications and empowers students to apply communication skills in real workplace settings Written holistically to help learners develop authentic communication related competencies from the BSB Training Package the text engages students with its visually appealing layout and full colour design student friendly writing style and range of activities

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