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# Paula Jones

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## INTERNATIONAL COMMUNICATIONS DIRECTOR

♦ Strategic Planning - Project Management - Creative Writing ♦

Proven record of accomplishment, driving international projects forward and deploying communications strategies / programmes in support of business goals within a multinational environment (56 countries). Culturally aware and internationally recognized. Bilingual (English and French) and a qualified translator and interpreter. Now looking to make a continued significant contribution within a similar appointment for a large international company, preferably within heavy industry.

## AREAS OF EXPERTISE

- Project management
- Business Relationship Development
- System Implementations
- Reducing costs
- Team management
- Strategic Planning
- HR Projects
- Customer focus
- Chairing meetings
- Press communications
- Team leadership
- Marketing
- Computer literacy
- Presentations
- Problem solving

## PROFESSIONAL DEVELOPMENT

<b>BEd. (Hons)</b>	Bachelor of Education (University of Dublin, Carysfort College)	1988
<b>Post Graduate Diploma</b>	translating French to English (Institute of Linguists)	1992-94
<b>Translation Certs.</b>	German, French and Business	1978-80
<b>Member</b>	the Institute of Linguists since	1992

## PROFESSIONAL EXPERIENCE & SIGNIFICANT ACHIEVEMENTS

### GROUP INTERNAL COMMUNICATIONS DIRECTOR

*Apr 06 - Present*

Write Company A Here

- Established internal and external communications departments and teams in two different divisions.
- Consistently exceeded financial objectives whilst reducing costs over past five years.
- Produced 3 annual reports for the company.
- Set up an intranet that attracts over 21 Million page view every year.

Company A

- Established and subsequent management of the Internal Communications Department.
- Implemented and developed intranet sites, content and graphics charter.
- Produced the company online bi-monthly magazine and weekly "NewsFlash".
- Supporting internal communications for the Chairman and CEO.
- Undertaking various HR communications projects.

### VP COMMUNICATIONS (POWER ENVIRONMENT SECTOR)

*May 03 - Mar 06*

Write Company B Here

- Reported to the President of the sector.
  - Set up international communications functions.
  - Responsible for trade press media relations, media planning and press releases, intranets, internet content and graphic charter. Improved the quality of Internet content.
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### PUBLICATIONS MANAGER

Apr 00 - May 03

Write Company C Here

- Mobility contract for two years from the UK.
- Produced and co-ordinated the company's Customer Magazine and the Annual Reports and distributed throughout the company network.

### COMMUNICATIONS MANAGER

Apr 99 - Mar 00

Write Company D Here

- Co-ordinated communications in all of D sectors in the UK. Overseeing a team of 7 UK Communications Managers.
- Responsible for press communications, press visits, trade press and national press / media relations.
- Coordinated PR events.

### PRODUCT COMMUNICATIONS MANAGER

1994 - 99

Write Company E Here

- Built and executed an external communications plan within budget, working closely with sales and marketing teams.
- Produced publicity materials, including CDROM presentations, brochures and data sheets.
- Wrote press releases and articles for the trade press and developed online communication tools.

### PROJECT ASSISTANT

1991 - 94

Write Company F Here

- Managed the production and translation of over 300 Eurostar technical specifications into French and Dutch.

### MARKETING ASSISTANT

1987 - 91

Write Company G Here

- Researched competitors and products and set up a database of world-wide clients.

### OFFICE ASSISTANT

1982 - 84

Write Company H Here

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## PERSONAL

Status: Single.

Born: 1963

References available on request.