

# Evalyn Rose Drake

2220 Montview Rd, Fort Collins, CO 80521 (970-412-7827) [evalynrose.drake@yahoo.com]

## Profile

A highly skilled professional with proven effectiveness in creating high-impact strategies, programs and opportunities by improving performance and building revenue. Detail-oriented, organized and adaptable. Able to work under pressure and within tight deadlines.

## Skills & Abilities

### ***Communication Skills***

- Designed and developed high-quality communications content, including communications for written and digital distribution and materials for meetings and presentations.
- Developed and implemented communication plan promoting trainings available to 5,000 personnel resulting to 97% enrollment and 95% completion.
- Coordinated, planned and contributed at leadership meetings, conferences and special events.
- Drafted content for key deliverables and coordinated activities to support clients and stakeholders needs.
- Built relationships internally and collaborated effectively on cross-functional teams.
- Designed surveys and analyzed results.

### ***Writing Skills***

- Researched and conceived newsletter articles.
- Produced variety of business materials, including: letters, reports, proposals and forms.
- Drafted and edited Standard Operating Procedures (SOP) of employee transactions.
- Proofread and edited all referenced written materials.
- Produced media kit.

### ***Marketing Skills***

- Designed, developed and implemented marketing campaigns and employee incentive programs and contests.
- Arranged and coordinated press conferences.
- Managed all phases of projects; monitored production teams; guided vendors; oversaw print production and coordinated mailing process.

### ***Business Administration & Management Skills***

- Trained and mentored junior staff by conducting leadership and teambuilding activities.
- Lead and organized teams improving their performance to optimum level.
- Planned, tracked and managed marketing communications budget.
- Created project plans and timelines for deliverables and activities.
- Reviewed and analyzed project documents; expedited materials, monitored and evaluated training enrollment and completion data.

### ***Computer Skills***

- Demonstrated knowledge of Microsoft Word, Excel, PowerPoint, SharePoint, Outlook, MovieMaker, Adobe PhotoShop, InDesign, Content Management System (CMS) and all Internet functions.

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## **Work History**

<i>All-Around Assistant (Part-time)</i> Brick Oven Pizza, Windsor, CO 80550	August 2010- December 2010
<i>Marketing Communications Specialist</i> Accenture, Makati City, Philippines	October 2005- February 2009
<i>Information Officer I</i> Commission on Population, Mandaluyong City, Philippines	May 2003- September 2005
<i>DJ/News Writer (Part-time)</i> ComNet-DYCN, Roxas City, Capiz, Philippines	August 2002- April 2003
<i>Training Officer</i> Gerry Roxas Foundation, Roxas City, Capiz, Philippines	September 1998- February 2001

## **Education**

<i>Bachelor of Arts in Mass Communication</i> St. Paul University, Quezon City, Philippines	March 1997
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- Bachelor's Thesis Awardee