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MICHAEL JOHNSON

Junior Communications Chief of Staff



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San Francisco, CA

Education

Bachelor of Arts in Communication Studies

University of California, Berkeley, CA |
Graduated: May 2017

Public Relations Certification

Public Relations Society of America (PRSA),
November 2018

Skills

Crisis communication     

Media relations     

Internal communications     

Brand strategy     

Public relations     

Speechwriting     

Event planning     

Social media strategy     

Stakeholder management     

Press release writing     

Professional summary

Dynamic Junior Chief of Staff with experience in managing internal and external communications for senior executives. Expertise in improving corporate messaging, increasing brand visibility, and supporting leadership initiatives. Skilled in handling crisis communication, media relations, and executive correspondence.

Experience

TechGlobal Communications

June 2019 - Now
San Francisco, CA

Junior Chief of Staff

- Act as a key liaison between the CEO and external stakeholders, managing high-level communications and fostering strong relationships.
- Develop internal messaging strategies that aligned with corporate goals, leading to a 30% improvement in employee engagement.
- Assist in preparing the CEO for media appearances, including drafting speeches and responses to potential crises.
- Manage communication logistics for quarterly board meetings, including presentations and executive summaries.

West Coast PR Agency

August 2017 - May 2019
San Francisco, CA

Communications Coordinator

- Supported executive-level communication strategies by drafting internal and external messaging, including press releases and company-wide announcements.
- Coordinated media outreach, securing coverage in major industry publications and boosting brand visibility.
- Developed social media campaigns that aligned with overall communications strategy, increasing online engagement by 25%.
- Assisted in managing client relations, ensuring clear and timely communication on project progress and milestones.