

Myra Rao

Corporate Communications Manager ·
FICTIONAL SAMPLE
Chennai, India

Skills

internal communication

Applied to change communication programme through documented preparation, execution and review.

executive writing

Applied to executive communication system through documented preparation, execution and review.

change communication

Applied to employee information redesign through documented preparation, execution and review.

editorial governance

Applied to change communication programme through documented preparation, execution and review.

stakeholder planning

Applied to executive communication system through documented preparation, execution and review.

issues management

Applied to employee information redesign through documented preparation, execution and review.

measurement

Applied to change communication programme through documented preparation, execution and review.

team leadership

Applied to executive communication system through documented preparation, execution and review.

Certifications

Message architecture studio

Meridian Professional Learning Studio (fictional) 2023 continuing learning - not a licence or certification Internal communication and editorial governance in the context of corporate communications manager work. Used reflective exercises and a bounded practice example related to change communication programme.

Stakeholder communication workshop

Meridian Professional Learning Studio (fictional) 2024 continuing learning - not a licence or certification Executive writing and stakeholder planning in the context of

Summary

Fictional demonstration candidate. All employers, education, projects, achievements and outcomes are illustrative and unverified. Not a real application or licence record. Corporate Communications Manager with an illustrative 13-year career in brand strategy, public communication and audience insight. Combines internal communication, executive writing, change communication with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment. Selected work includes change communication programme, executive communication system and employee information redesign. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced corporate communications manager opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Master's in Corporate Communication. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established. Turn a clear brief into dependable brand strategy, public communication and audience insight work: understand the context, apply internal communication and executive writing, record the evidence and explain the limitations before handover.

Experience

Corporate Communications Manager - Meridian Brand Communications (fictional)

2022-07 - Present

Independent ownership of scoped corporate communications manager work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples. Aligned a narrative and manager briefing sequence. Built an approval workflow and source register. Led brief clarification and prioritised work using internal communication, executive writing and change communication. Raised unresolved constraints before committing to the next stage. Coordinated peer reviews and handover preparation; used a audience and message brief to distinguish completed work, assumptions and follow-up needs. Supported colleagues with practical examples of editorial governance and maintained a concise learning record after important assignments. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Communications Lead - Northline Brand Communications (fictional)

2018-07 - 2022-06

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in change communication and editorial governance. Introduced audience-specific channels and feedback loops. Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner. Applied stakeholder planning and issues management to resolve delivery questions while maintaining source and decision notes. Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope. Prepared a research or campaign learning report so the next team could understand the work and remaining questions. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Communications Specialist - Cedarbridge Brand Communications (fictional)

2015-07 - 2018-06

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions. Handled recurring work involving internal communication and executive writing using a documented preparation and review process. Supported executive communication system by organising inputs, maintaining issue notes and incorporating reviewer feedback. Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps. Improved record consistency through measurement and documented handover expectations. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

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corporate communications manager work.
Used reflective exercises and a bounded
practice example related to executive
communication system.

Research interpretation practicum

Meridian Professional Learning Studio
(fictional) 2025 continuing learning - not a
licence or certification Change
communication and issues management in
the context of corporate communications
manager work. Used reflective exercises
and a bounded practice example related to
employee information redesign.

Languages

English

professional working - fictional sample

Hindi

professional working - fictional sample

Communications Executive - Cedarbridge Brand Communications (fictional)

2013-07 - 2015-06

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues. Assisted with internal communication and change communication within an agreed scope and escalated unfamiliar work. Prepared inputs and checked completeness before passing work to the responsible reviewer. Maintained task records and learned to communicate assumptions, constraints and observed problems clearly. Applied review feedback to subsequent assignments and developed a dependable working routine. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Education

Master's in Corporate Communication - Asterbridge Institute of Professional Studies (fictional institution)

2011-07 - 2013-05

completed - fictional record internal communication executive writing editorial governance Specialist study on change communication programme; an illustrative learning project, not a published result.

Bachelor's in Communication - Cedarhaven College of Applied Studies (fictional institution)

2008-07 - 2011-05

completed - fictional record change communication stakeholder planning issues management Applied coursework in internal communication, documentation and reviewed practical assignments.

Projects

Change communication programme

Fictional internal work programme in brand strategy, public communication and audience insight; not a real client case study. Problem: Staff received fragmented transformation messages. Objective: Create a workable response to this issue through internal communication, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Corporate Communications Manager; owned the stated workstream, not the full organisation or every collaborator contribution. Aligned a narrative and manager briefing sequence. Prepared the scope with the commissioning team, identified unresolved inputs and used internal communication to turn the brief into a sequenced work package. Applied executive writing and change communication while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: internal communication; executive writing; change communication; editorial governance Deliverables: Change communication programme - scoped brief; Change communication programme - reviewed working package; Change communication programme - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a audience and message brief and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for change communication programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. No real press placement, award, customer endorsement or research result is implied by the sample. No underlying client documents, independently verified measurements or signed approval records are attached.

Executive communication system

Fictional internal work programme in brand strategy, public communication and audience insight; not a real client case study. Problem: Speeches and updates lacked consistent evidence. Objective: Create a workable response to this issue through executive writing, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Corporate Communications Manager; owned the stated workstream, not the full organisation or

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every collaborator contribution. Built an approval workflow and source register. Prepared the scope with the commissioning team, identified unresolved inputs and used change communication to turn the brief into a sequenced work package. Applied editorial governance and stakeholder planning while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: executive writing; change communication; editorial governance; stakeholder planning Deliverables: Executive communication system - scoped brief; Executive communication system - reviewed working package; Executive communication system - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a approved communication package and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for executive communication system, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. No real press placement, award, customer endorsement or research result is implied by the sample. No underlying client documents, independently verified measurements or signed approval records are attached.

Employee information redesign

Fictional internal work programme in brand strategy, public communication and audience insight; not a real client case study. Problem: Operational updates were difficult to find. Objective: Create a workable response to this issue through change communication, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Corporate Communications Manager; owned the stated workstream, not the full organisation or every collaborator contribution. Introduced audience-specific channels and feedback loops. Prepared the scope with the commissioning team, identified unresolved inputs and used stakeholder planning to turn the brief into a sequenced work package. Applied issues management and measurement while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: change communication; editorial governance; stakeholder planning; issues management Deliverables: Employee information redesign - scoped brief; Employee information redesign - reviewed working package; Employee information redesign - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a research or campaign learning report and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for employee information redesign, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. No real press placement, award, customer endorsement or research result is implied by the sample. No underlying client documents, independently verified measurements or signed approval records are attached.

Achievements

Change communication programme

Aligned a narrative and manager briefing sequence. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Executive communication system

Built an approval workflow and source register. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Employee information redesign

Introduced audience-specific channels and feedback loops. The achievement is the described workstream contribution; independent outcome evidence is not supplied.