



MYRA RAO

Corporate Communications Manager

internal communication, executive writing, change communication

Chennai, India | myra.rao@example.com | ROLE 13-04

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

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.

AT A GLANCE

13 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
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CORE COMPETENCIES

internal communication / executive writing
change communication / editorial governance
stakeholder planning / issues management
measurement / team leadership

PROFESSIONAL MISSION

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.

Career family: Branding, PR & Communications | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Corporate Communications Manager

Meridian Brand Communications (fictional)

Jul 2022 - Present | Chennai, India

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)

Jul 2018 - Jun 2022 | Chennai, India

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.

PROFESSIONAL WORKING PRINCIPLES

- Define the audience, evidence and approval owner for every external message.
- Distinguish organisational claims from independently supported facts.
- Coordinate tone, response timing and stakeholder review without manufacturing endorsements.

PROFESSIONAL EXPERIENCE / EARLIER

Senior Communications Specialist

Cedarbridge Brand Communications (fictional)

Jul 2015 - Jun 2018 | Chennai, India

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.

Communications Executive

Cedarbridge Brand Communications (fictional)

Jul 2013 - Jun 2015 | Chennai, India

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.

SELECTED CONTRIBUTIONS

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.

SELECTED WORK / 01

Change communication programme

P1 | Jan 2023 - Jun 2023 | FICTIONAL WORK EXAMPLE

Context. 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.

Contribution and ownership. 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.

Suggested evidence (not supplied): audience and message brief; approved communication package; research or campaign learning report.

SPECIALIST PRACTICE

Public claims and permissions

The sample focuses on internal communication, executive writing, change communication. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on internal communication and editorial governance for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of executive communication system, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

No real press placement, award, customer endorsement or research result is implied by the sample.

SELECTED WORK / 02 AND 03

Executive communication system

P2 | Jan 2024 - Jun 2024 | Meridian Brand Communications (fictional)

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.

Ownership. Corporate Communications Manager; owned the stated workstream, not the full organisation or 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

Delivered. Executive communication system - scoped brief; Executive communication system - reviewed working package; Executive communication system - handover and learning summary

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.

Suggested evidence (not supplied): audience and message brief; approved communication package; research or campaign learning report.

Employee information redesign

P3 | Jan 2019 - Jun 2019 | Northline Brand Communications (fictional)

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.

Ownership. 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

Delivered. Employee information redesign - scoped brief; Employee information redesign - reviewed working package; Employee information redesign - handover and learning summary

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.

Suggested evidence (not supplied): audience and message brief; approved communication package; research or campaign learning report.

EDUCATION AND SPECIALIST LEARNING

Master's in Corporate Communication

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2011 - May 2013 | completed - fictional record
Focus: 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)
Jul 2008 - May 2011 | completed - fictional record
Focus: change communication, stakeholder planning, issues management. Applied coursework in internal communication, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Message architecture studio (2023). 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 (2024). Executive writing and stakeholder planning in the context of corporate communications manager work. Used reflective exercises and a bounded practice example related to executive communication system.

Research interpretation practicum (2025). 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.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

No real press placement, award, customer endorsement or research result is implied by the sample.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

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Contact placeholder: myra.rao@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.