



TAMARA GALBRAITH


EXPERT WRITER & EDITOR
STRATEGIC COMMUNICATOR
CREATIVE STORYTELLER

INTERNAL COMMUNICATIONS PROFESSIONAL

ABOUT ME

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Portfolio:
<http://tgalbraith.writerfolio.com>

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<https://linkedin.com/in/tamaragalbraith/>

SKILLS & EXPERTISE

Internal Communications
Cross-Functional Collaboration
Digital Content Management
Executive Communications
AP Style
Employee Engagement
Graphic Design
Event Management
Project Management

TECHNOLOGY

Productivity: MS Office Suite,
Google Suite, Smartsheet

Collaborative: Slack, Teams,
Workfront

Content Management:
SharePoint, Simplr, WordPress

Web Design: HTML, CSS

Graphic & Video Design:
Photoshop, Canva, Vidyard

Email Management: Poppulo,
Outlook, Gmail

Virtual Meeting: Webex, Zoom,
Teams

PROFILE SUMMARY

Communications professional with extensive experience developing and implementing internal communications programs and strategies. Superior writer, editor, and storyteller recognized as an innovative, tech-savvy trusted advisor who thrives on collaboration with all levels of partners and executives.

WORK EXPERIENCE

SPLUNK • Remote – Contract • 2022 to 2023

Sr. Communications Manager, Products & Technology

- Redesigned P&T monthly email newsletter, resulting in 32% readership increase over three months.
- Designed and implemented updates to Product and Technology (P&T) intranet pages, improving navigation and employee engagement experience.
- Assisted in the coordination of executive Town Halls and the creation of associated meeting materials.
- Edited leadership meeting auto-transcriptions, ensuring content accessibility and accuracy.

T-MOBILE • Dallas, TX and Remote • 2015 to 2022

Communications Manager – T-Mobile (2020 to 2022)

- Coordinated and curated critical product, promotional, and compensation communications to the national sales field, ensuring comprehension and engagement.
- Engaged and coordinated cross-functionally to ensure strategic business objectives and stakeholder perspectives were supported through integrated communications programs.
- Tracked and reported communications ROI through qualitative and quantitative surveying.

FEEDBACK

"Tamara consistently gave 100 percent effort to the team and played a significant role in ensuring that we completed projects with excellence.

"She had excellent time management skills, attention to detail, storytelling skills, and had a knack for keeping everyone on a productive path to completion, even during intense crunch periods.

"I couldn't recommend her more for any business looking for new talent."

KYLE T.
GTM Manager

"Tamara is an outstanding business partner who was able to balance projects both strategically and tactically to achieve a successful outcome, even under pressure of tight deadlines and competing priorities.

"She was always a collaborative partner whom I could rely on to get things done and she did so with a positive can-do attitude. I would recommend Tamara without hesitation."

GREG H.
Director, Learning & Development

EDUCATION

The University of Tennessee
– Knoxville, TN
News-Editorial Journalism

Manager, Communications – Metro by T-Mobile/MetroPCS (2015 to 2020)

- Planned and implemented a new internal communications program for the MetroPCS brand which resulted in tangible, positive impacts on communications efficiency and employee engagement.
- Organized and hosted the monthly National Sales Leadership call, elevating participation by 40% within one year.
- Collaborated with IT partners to design and launch an automated communications request system in SharePoint that streamlined communications processes and dramatically improved efficiency.
- Worked closely with Marketing and Sales stakeholders to communicate weekly promotional and operational updates via newsletters, emails, and other vehicles that ensured frontline and dealer awareness.
- Hired, managed, and mentored one direct report (2016-2020).

BANK OF AMERICA • Dallas, TX • 2009 to 2015

Assistant Vice President, Communications Specialist II

- Managed all internal communications for the Wholesale Lending Division, including planning and distributing messages for Executives, HR, IT, Compliance, and Operations.
- Developed and launched a request system, governance review, and approval processes, dramatically improving communications experience and efficiencies.
- Provided communications strategic planning and ongoing support for several impactful and complex change management campaigns.
- Planned and produced all content for monthly industry and employee recognition newsletters.
- Managed intranet content, communications archive database administration, document archives, shared Outlook mailboxes, and email distribution groups.