

Christopher M. Finazzo

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COMMUNICATIONS PROFESSIONAL

Results driven individual with a passion for conveying complex ideas to technical and nontechnical audiences in a way that is accurate, clear, and concise. Proven ability to create audience appropriate messages with a range of authoring tools. Strong verbal and written communication skills as well as the ability to multitask, set priorities, and meet deadlines.

DEMONSTRATED EXPERTISE

Corporate Communications	Social Media	AP & APA Style
Event Planning	Email Production	Adobe Creative Suite
Public Relations	Content Management Systems	Microsoft Office
Employee Communications	HTML, CSS, and SASS	Final Cut Pro

PROFESSIONAL EXPERIENCE

- LIBRARY OF THE CHATHAMS**, Chatham, NJ Oct 2018 – Present
Page
- Shelled books, assisted patrons in finding books and information.
 - Maintained periodicals inventory on a weekly basis.
- ADP**, Parsippany, NJ Oct 2017 – Jan 2018
Production Representative
- Ensured all paychecks, vouchers and CD-ROM satisfy all quality requirements and initiated corrective actions based on department operating procedures when necessary.
 - Separated and packaged all paychecks and vouchers into envelopes along with applicable reports and worksheets for individual clients.
 - Performed other relevant duties and assignments as directed.
- ALLIANT TECHNOLOGIES**, Morristown, NJ Nov 2010 – Mar 2011
AMS Drawbridge Intern
- Provided end-user support for customers using RSA tokens (Drawbridge authentication service).
 - Provisioned and managed token inventory for clients (New orders, reassignments, and suspensions).
 - Revised documentation and support procedures, created workflows to show changes over time.
- BOROUGH OF CHATHAM**, Chatham, NJ Jul – Sep 2009
Intern
- Created a survey to assess renovation options for Memorial Pool and determine support for the project.
 - Compiled updated information for the Borough's Open Space & Recreation Plan.
 - Collaborated with other departments to create an updated Policies & Practices manual.
- MASS TRANSMIT**, New York, NY Jun – Aug 2008
Design & Production Intern
- Took HTML email production through programming, testing, and distribution using Email Transmit.
 - Integrated WordPress into a redesigned site for EGM Green.
 - Developed a prototype of SEGA Entertainment USA's World Sports Grille site using HTML, CSS, and PHP.

RIDER UNIVERSITY, Lawrenceville, NJ

Jan – May 2008

CIS Tech Lab Monitor

- Monitored students working in the CIS Technology Lab.
- Troubleshoot computer problems
- Assisted students with hardware and software.

LEHMAN BROTHERS, New York, NY

May – Aug 2007

IT Summer Analyst

- Coordinated a series of training sessions (Lunch and Learn) for firmwide technology initiatives.
- Assisted with production duties related to a Global Technology Services town hall meeting.
- Researched employee gift options for a GTS offsite. Presented results to management for evaluation.

VOLUNTEERING

SAGE ELDERCARE, Summit, NJ

Nov 2016 – Present

Grocery Shopper

GEN Y NETWORKING GROUP, Chatham, NJ

Oct 2010 – Present

Facebook Page Administrator

EDUCATION

Fairleigh Dickinson University, Madison, NJ – MA, Class of 2013, Concentration – Communications

Rider University, Lawrenceville, NJ – BA, Class of 2009, Major – Communications, Double Minor – Advertising and Computer Information Systems