

Foram Joshi

foramjoshiv@gmail.com · +1 (604)-728-3723 · [LinkedIn](#) | Vancouver, Canada

Summary

Communications professional with experience supporting multi-client projects across forestry, Indigenous economic development, healthcare, real estate development, non-profit, professional services, and community-facing sectors. Skilled in audience-focused content, stakeholder-informed communications, digital communications, client coordination, reporting, and translating complex project information into clear public-facing messaging.

Professional Experience

Communications Coordinator & Content Creator | Amplify Consulting Inc. November 2024 - Present

- Support communications across 20+ client accounts, creating public-facing and client-ready materials across forestry, Indigenous economic development, healthcare, real estate, non-profit, and community-based sectors.
- Develop feature stories, press releases, newsletters, website copy, social media content, client updates, and impact reports to strengthen visibility, engagement, and public understanding.
- Translate complex project information into clear messaging for clients, community members, funders, media, stakeholders, and project partners.
- Coordinate with clients, executives, SMEs, designers, project managers, and internal teams to gather information, confirm accuracy, manage approvals, and support timely delivery.
- Support communications planning and reporting, including content calendars, campaign timelines, newsletter analytics, KPI updates, media tracking, website updates, and client-facing reports.

Marketing, Events & Sales Assistant | The Soirée Company, Vancouver April 2024 - October 2024

- Supported event marketing, lead management, client communications, and brand visibility for a boutique event planning company.
- Coordinated inquiries, client follow-up, vendor communication, event timelines, and on-site logistics, contributing to a 25% increase in repeat business and referrals.

Marketing and Catering Sales Manager | Medley's Italian and Grill, North Vancouver July 2022 - March 2024

- Led digital, print, and catering sales communications to support local visibility, customer engagement, event bookings, and revenue growth.
- Managed catering inquiries, proposals, bookings, client communication, and follow-up from first contact to event completion.
- Developed social media, email, promotional, menu, and website content; supported SEO improvements that contributed to a 64% increase in website traffic.

Skills and Proficiencies

- Strategic Communications Support | Communications Planning Support | Content Development | Stakeholder-Informed Communications | Audience-Focused Messaging | Internal & External Communications | Newsletter Development | Client Coordination | Media Tracking | KPI Reporting | Website Updates | Client Reporting
- Mailchimp | Campaign Monitor | Asana | Microsoft Office Suite | Canva | Adobe Creative Suite | WordPress | AI Tools

Education

Master of Business Administration, University Canada West, 2023

- Majors: International Marketing, Digital Marketing Strategy, E-Commerce.

Bachelor of Mass Media and Communication, Mumbai University, 2021

- Majors: Advertising, Brand Building, Media Planning & Buying, Market Research