

Igor Marques

Communications Specialist

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SUMMARY

Communications professional with 15 years of experience developing clear, audience-focused content. Skilled in using plain language, storytelling, and visual aids to make complex topics easier for everyone to understand.

CORE SKILLS

Corporate communications | Press releases | Research | Proposals | Social media campaigns | Speech writing | Fundraising communications | Impact reports | Web design | Blog writing | Newsletters | Graphics and visual aids | University teaching | User manuals | Instruction sets | Technical tutorials | Public speaking | Plain language | Multimedia production | Accessibility standards | Spreadsheets | Photography

RELATED EXPERIENCE

Communications Officer, External Relations Algonquin College (Ottawa, ON)	Dec 2024 – Present
Multimedia Officer, R3 Project	May 2024 – Dec 2024
- Lead nearly 200 projects to date to create web and print communications for internal and external audiences. - Materials include donor reports, press releases, social media campaigns, thank-you letters, email solicitations, speaking notes, printed signage, event materials, corporate blogs, newsletters, and more. - Provided content that supported the College reaching 130% of its fundraising goal in 2025–26. - Successfully manage a high-volume workflow with dozens of simultaneous deliverables, competing deadlines, and urgent requests. - Collaborate with subject-matter experts, managers, and other stakeholders to ensure messaging is clear, accurate, compelling, officially approved, and brand-compliant. - Coordinate content for the College’s main donor recognition event, including planning the run of show, writing scripts and speeches, designing graphics, photographing on-site, and posting on social media. - Maintain professionalism, discretion, and political sensitivity when preparing materials involving donors, senior College leaders, volunteers, and external stakeholders.	
College Instructor, Popular Music Red Deer Polytechnic (Red Deer, AB)	Jan 2023 – May 2023
Taught an original three-credit course on popular music and songwriting to widespread student approval.	
Assistant Professor, Music and Sound Arts Universidad Austral de Chile (Valdivia, Chile)	Mar 2021 – Jan 2023
- Wrote a 66-page proposal that led to the creation of a new university department. - Developed 12 original outlines for university courses and interdisciplinary seminars. - Founded and edited a periodical that published 10 student essays in two years.	
Clinical Assistant Professor, Music Department University at Buffalo (Buffalo, NY)	Jul 2019 – Jun 2020
Teaching Assistant, Music Department	Aug 2015 – Jun 2019
- Taught 17 courses in 13 terms, communicating complex concepts in simple terms through lectures, multimedia materials, and one-on-one student support. - Reformulated an unpopular music theory course and got 96% student approval.	

EDUCATION

Graduate Certificate Technical Writer (Honours): Algonquin College (Ottawa, ON)	2024
PhD Music Composition (Presidential Scholar): University at Buffalo (Buffalo, NY)	2019
Master’s Degree Music Composition: University of Utah (Salt Lake City, UT)	2015
Bachelor’s Degree Music Composition (Cum Laude): Brigham Young University (Provo, UT)	2013

TOOLS AND PLATFORMS

Microsoft Office Suite: Word, Excel, PowerPoint | Adobe Photoshop, Acrobat, InDesign, Captivate, Premiere | SharePoint | MadCap Flare | WordPress | Visual Studio Code | HTML/CSS | XML | Git/GitHub | JavaScript | Docusaurus | Python |