

# CAROLE ANN DICTON

SENIOR COMMUNICATIONS PROFESSIONAL

## Contact

908.347.3866

cadicton@comcast.net

## Education

B.A., English and  
Mass Communications  
King's College  
Wilkes-Barre, PA

## Writing Samples

www.utterclarity.com

## References

Available upon request

## PROFESSIONAL PROFILE

More than 30 years of experience in communication strategy, planning, and implementation. Career spans internal and external communications roles, as well as nonprofit grant writing. Exceptionally detail oriented with a bias for collaboration, high-quality deliverables, and meaningful results.

## EXPERIENCE

### Manager of Communications

New Jersey Highlands Water Protection and Planning Council February 2012 – present

- Deliver a broad range of communication services for regional planning agency charged with implementing the New Jersey Highlands Act, which seeks to protect water resources for more than half the state's population.
- Collaborate closely with all executive-level staff on communication strategy and materials, including media response, talking points and scripts for external events, and sensitive correspondence.
- Coordinate with technical staff (planning, science, and graphic information systems) to develop communication materials for constituent municipalities and counties, as well as the public.
- Additional responsibilities include:
  - Grant writing and management for land preservation programs
  - Development of print materials (press releases, annual reports, brochures, fact sheets), presentations, and content to support website
  - Editing of technical documents and reports
  - Event coordination and management

### Freelance Communications Resource

Self-Employed

April 2002 – March 2012

- Scholastic, Inc., client from 2003 –2012
  - Developed case-study-style customer success stories for use as marketing collateral; provided editorial support to education group for product overview brochures and teacher guides; provided writing, editorial, and management support for global, internal employee newsletter.
- Object 9, client from 2004 –2012
  - Provided writing and editorial support to team at award-winning marketing, public relations, and creative services firm.
- The Bailiwick Company, client from 2008 –2012
  - Provided writing, editorial, and project management services to team at public relations and marketing communications firm.
- Shearman & Sterling, client from 2008 –2009
  - Wrote and edited quarterly pro bono practice newsletter.
- Other clients: AT&T; Avaya; Cap Gemini/Ernst & Young; International Specialty Products

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## **Grant Writer**

Domestic Abuse and Sexual Assault Crisis Center August 2009 – December 2011

- Ensured funding to support an operational budget of over \$800k for this county-wide agency in northwest New Jersey.
- Maintained existing funding sources while researching new opportunities with both government and private funders.
- Secured over \$300k in new funding during tenure with agency.

## **Online Communication Manager and Senior Writer** **Corporate Internal Communication**

Concert (a global venture of AT&T and BT) July 2000 – March 2002

- Led strategy and development of all online corporate internal communication for global corporation of 7,000 employees.
- Oversaw all elements of daily, email-distributed, company-wide internal newsletter.
- Managed development of intranet news features.

## **Manager, Internal Communication** **Specialty Chemicals Business Unit**

Honeywell October 1998 – June 2000

- Led all internal communication activities for global business of more than 4,000 employees in 30+ sites. Developed communication strategy and materials for senior leadership team.
- Re-designed and re-launched business unit intranet.
- Established and managed quarterly business unit newsletter.
- Participated in communication strategy leadership during AlliedSignal-Honeywell merger.

## **Associate Communication Consultant**

Cognitive Communications January 1997 – September 1998

- Provided strategic communication and intranet consulting to high-profile clients as part of a cross-functional team of technical, artistic, and communication professionals.
- Clients included: Apple Computer, Seagram Company Ltd., John Hancock, and The McGraw-Hill Companies.

## **Internal Communication Specialist**

Gemini Consulting September 1994 – January 1997

- Collaborated with team members at all levels of this global management consulting firm to develop and implement communication programs, materials, and events with companywide visibility.
- Other roles held: Senior Desktop Publishing Specialist, 1992 –1994; Desktop Publishing Specialist, 1991 –1992