

Melissa B. Sirois

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EXPERIENCE:

United Technologies Corporation (UTC), Pratt & Whitney (P&W)

October 2016 – Present

Senior Associate, Program Support | Military Engines (ME)

- Work cross-functionally and alongside key stakeholders to support the Office of the ME President and ME Business Development & Integration (BD&I) team
The ME business unit accounts for approximately 25% of P&W's \$15.1B business (adjusted net sales) for United Technologies, a Fortune 50 corporation.
- Coordinate with executives, project managers, customers, and subject matter experts across the global ME and P&W enterprises to lead, manage, and prioritize large, high-visibility projects and deliverables that meet approval requirements on deadline
- Completed over 60 deliverables to date, including: ME President's monthly data books, Management Team Meetings, BD&I All Hands meetings for more than 90 employees (approximately 60 attend in-person), ME All Hands meetings for approximately 2,000 employees (more than 500 attend in-person), briefings to U.S. Air Force customer, international ME campaigns (Canada, Colombia, Australia, India, Japan), and other internal / external presentation collateral as it relates to domestic / international business
- Support Communications team to strategically align President's long-term internal communications priorities and plan with those of P&W and UTC
- Produced a government-focused presentation in support of Wargame activities surrounding P&W's strategy for the F135; commended by the President of ME
"Your superb work helped define the future strategic direction for Military Engines. You truly have led the charge and Gone Beyond!"
- Produced an engaging, graphic presentation to position UTC as a global leader in innovation and tell the story of its longstanding commitment to recruit diverse talent; presented by Senior Director, ME Business Development, at 2017 UTC INROADS Forum
"Your insights and creativity allowed me to weave a complete story.... I sincerely appreciate all the support you provide me directly, not just on this project, but overall. You're an exceptional teammate, and I thank you for that!"
- Project managed a large F100 campaign; delegated and collaborated with BD / Marketing leadership and F100 Program Managers to craft messaging / presentation elements fit for Colombian Air Force
- Ensure compliance and quality by creating content in specified UTC format and leverage "one company" efficiencies by utilizing a best-in-class database that allows for the quick recall and repurposing of more than 6,000 presentations
- Navigate the complex public release process by coordinating with Legal, HR, Export Compliance and executive champions
- Manage relationships with external printing / packaging vendors and product suppliers in support of the online ordering of promotional materials across the ME enterprise
- Act as a leader and mentor for Program Support new hires, introducing them to human and electronic resources, explaining the context of the business environment, and providing technical training as needed

United Technologies Corporation, Pratt & Whitney

October 2015 – October 2016

Communications Co-op | Military Engines

- Developed communication and public relations initiatives—including 26 intranet articles (7 also used externally), 6 news releases, and a variety of social media posts and digital/ video assets—to strategically position P&W and ME leadership
- Oversaw and developed communications around the transition of the ME Intranet platform to SharePoint and assisted in content design strategy and change management for the new page
- Managed the development and publication of freelanced news content for the ME Intranet site, "ME News," which functions as a primary news source for approximately 3,000 ME employees and serves to communicate organizational initiatives within ME
- Produced original news content for ME News and coordinated the redistribution of ME News content to the full P&W population of nearly 35,000 employees
- Managed and prioritized high-visibility projects, including crisis communications support and briefing materials for the President of P&W and other senior business leaders ahead of the Farnborough International Air Show
- Supported key internal meetings, such as ME All Hands and Management Team Meetings, as well as employee engagement events for the ME organization
- Navigated the complex public release process by coordinating with Legal, HR, Export Compliance and executive champions

- Developed some of ME Communications' first infographics for distribution on P&W's internal and external websites and social media platforms—Twitter (103,000+ followers), Facebook (95,000+ followers), and LinkedIn (128,000+ followers)—where people view and engage with P&W content
- Produced a program-specific video in support of the F-35 Lightning II's European public debut, which was viewed by an international audience and commended by the Chief of Public Affairs of the Royal Netherlands Air Force

Quinnipiac University, Her Campus Magazine

March 2013 – September 2015

Campus Correspondent

- Managed a group of 10-15 writers and edited / formatted 7-10 pieces of Web-based content per week
- Used HTML code to ensure consistency in branding across all communications
- Acted as a liaison for the team in correspondence with campus leadership

PUBLISHED COMMUNICATIONS:

United Technologies Corporation, Pratt & Whitney

- Aviation Artist: <http://www.pw.utc.com/News/Story/20160519-1600>
- Final Engine Ceremony: <http://www.pw.utc.com/News/Story/20160118-0800>
- Leadership Symposium: <http://www.pw.utc.com/News/Story/20160303-1130>

Quinnipiac University

- Millennials and Marriage: <http://melissasirois.weebly.com>
- Student Veterans: <http://www.quchronicle.com/2014/01/serving-those-who-served>
- Sex Education: <https://qreporting.wordpress.com/2016/02/22/doctors-students-agree-connecticuts-handling-of-sex-ed-needs-work>
- Medium articles: <https://medium.com/@melissasirois>

EDUCATION:

Quinnipiac University School of Communications

Bachelor of Arts in Journalism; Minor: Psychology

- Overall GPA: 3.8
- Lambda Pi Eta, National Communication Honors Society
- Dean's List

COMMUNITY & EMPLOYEE INVOLVEMENT:

- Hartford Area Habitat for Humanity, Women Build 2017 June 2017
- Special Olympics Connecticut, Northern Time Trials May 2017
- Captain, Volleyball Team, Pratt & Whitney Club February 2017 – Present
- Employee Resource Groups: UTC-4-Vets, Pratt & Whitney Emerging Professionals December 2016 – Present
- Business Development & Integration Employee Engagement Team December 2016 – Present

COMPETENCIES / PROFICIENCIES:

- **Communication:** including interviewing and storytelling, actively listening, expressing ideas, reaching consensus, and using multiple platforms—such as written, verbal, and visual—internally, externally, and cross-functionally
- **Teamwork:** acting as a self-starter, taking initiative, and engaging others to participate and add value
- **Customer Focus:** championing actions to exceed current and future internal / external customer needs
- **Adaptability:** adjusting personally to high-pressure, rapidly changing business conditions and uncertain business environments
- **Focus on Results:** driving obligations to closure with precision to benefit the organization and every constituent
- **Software, Tools, and Communication Channels:**
 - Social / Digital Media: Facebook, Twitter, Instagram, LinkedIn, Tumblr, Pinterest, WordPress, Snapchat, Periscope
 - Analytics / Content Management: SharePoint, Qualtrics, Poll Everywhere
 - Adobe Creative Suite: Photoshop, InDesign, Illustrator, Premiere Pro
 - Microsoft Office Suite: Word, PowerPoint, Excel
 - Proficient on both Mac and PC equipment