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# BENEDICT GRUNDY

WRITING, EDITING, COMMUNICATIONS, MEDIA, & PR  
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11+ YEARS OF EXPERIENCE SUPPORTING THINK TANKS, STARTUPS, AND LARGE COMMUNITY-FOCUSED ORGANIZATIONS.

Experienced comms all-rounder known for thoughtful communications, creativity, and collaboration. Expertise - writing, editing, corporate communications, media, and PR.

## EXPERIENCE

### Stay-At-Home Dad 2023 – Present

Since leaving Akido, I have been the primary caregiver for my son. I'm now looking to return to full-time work, in a communications role, supporting an impact-driven organization.

### Communications Lead | Akido Labs 2021 – 2022

Led company-wide communications (including internal communications and external media/PR campaigns).

- **Quarterly/Weekly All-Hands meetings** – worked with senior leaders to draft and refine keynote presentations, speeches, and associated communications material (decks, announcements, FAQs, talking points, and the monthly newsletter).
- **Media/PR Operations** – partnered with cross-functional leaders, external organizations, volunteers, and media, to align messaging and promote company milestones.

### Communications Manager | Zoon 2019 – 2021

Developed communication strategies and content for internal and external audiences. Ensured alignment and consistency of the employer brand voice across all content.

- **Internal Communications lead** – supported internal partners (employee relations, senior leadership, etc.) throughout the development of internal communications material (weekly All-Hands deck, weekly newsletter, leadership communications, key messaging and talking points, employee FAQs, company policy and operational updates, and other related communication material).
- **Served as the company-wide “go-to” resource and lead** for all internal communications (including the launch and ongoing management of the company intranet).
- **Employer Brand development** – collaborated with senior leaders to refine employer brand messaging across internal communications.
- **Navigated ambiguity within the rapidly scaling organization** by defining processes and working cross-functionally.
- **Zoon reveal campaign content** – led copy writing for a new company website, digital advertising, and social media content.

### Communications & Engagement Officer | Victorian Ombudsman 2018 – 2019

Led the editorial development of investigation reports tabled in the Victorian Parliament. Partnered with executives to draft press releases, speeches, formal correspondence, and organization-wide communications.

- **Fostered strategic cross-functional relationships** with regards to internal/external communications.

### Media & Communications Advisor | Penington Institute 2017 – 2018

Led the integrated communications strategy for all branding and media/PR operations. Worked collaboratively with internal stakeholders and partner organizations to align messaging and content across media and marketing material.

- **Rewrote complex research on a wide range of issues** into easily understandable and engaging content.
- **Led high impact media relations, internal communications, and community engagement programs.**
- **Managed a high profile campaign to raise awareness** and influence strategic partners.

### Marketing & Content Manager | Evview 2016 – 2017

Partnered with executive stakeholders to identify priorities and goals for the real estate company (50+ offices across Australia). Leveraged analytics and market trends to build unique content strategies for social media, websites, newsletters, and other marketing collateral.

### Media & Communications Officer | UCA 2010 – 2016

Drove the media and communications strategy for one of Australia's largest non-profit community organizations. Championed brand initiatives by influencing stakeholders and gaining buy-in. Grew audience engagement across channels with compelling messaging and content.

- **Captured audience engagement with human interest stories**, news, and feature articles.
- **Researched and presented media opportunities** for senior leadership and internal stakeholders.

## EDUCATION

**(BA) Bachelor of Arts | Professional and Creative Writing**  
DEAKIN UNIVERSITY | Melbourne, Australia

**Documentary Production**  
RMIT UNIVERSITY | Melbourne, Australia

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