

Khalil Gravney

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Communications Specialist

Strategic Communications Specialist with a passion for crafting compelling narratives that elevate brand presence, engage diverse audiences, and drive measurable impact. Proven expertise in media relations, content creation, and cross-platform messaging with a keen eye for brand voice and consistency. Trusted advisor to leadership teams, bringing clarity, creativity, and connection to every communication touchpoint.

Skills

- Strong writing, editing, and proofreading skills.
- Effectively interact with various teams.
- Knowledge of SharePoint and Microsoft Teams.
- Advanced proficiency in MS Office Suite and Adobe Acrobat.

Experience

MRIGlobal

June 2020 – Present

Publications Coordinator

- Edit and proofread proposals, reports, and technical documents for grammar, clarity, consistency, and compliance with RFP/RFI guidelines. Ensure proper formatting, structure, and branding alignment in all business development materials. Monitors all proposal and document quality issues; formats and produces quality deliverables.
- Manage multiple projects simultaneously. Work closely with business development and technical staff to refine messaging and structure for clarity and impact.
- Implement standard operating procedures for document production and contribute to process improvements.
- Ensure that deadlines are met, and quality standards are enforced on outgoing deliverables.

MRIGlobal

April 2016 – June 2020

Publication Specialist

- Ensure the creation of high-quality documents to help win business. Uses proofreading and technical editing skills and knowledge of corporate style standards to revise, copy, edit, proofread reports, proposals, letters, and CVs/resumes.
- Make sure the correct logos are used, font sizes, style, and colors are correct, the margins and spacing are correct, and documents are 508 Compliant.

Professional Development

Jackson County Prosecutor

December 2012 – December 2013

Media Intern

Informed the public and Jackson County residents of the prosecutor's involvement in the community. Produced and edited videos; wrote and produced newsletters and press releases; determined and utilized relevant communication mediums that connected with county residents.

City of Kansas City, MO

June 2012 – August 2012

Summer Communications Intern

Developed a series of communication tools to inform stakeholders of the Bike KC program and project progress. Produced and edited YouTube style videos of bike facilities; created slideshow of local bike/pedestrian amenities that can be streamed on the web; wrote and produced press releases and article for KC/MORE, newsletter for city employees; identified new and innovative forms of communication tools that appeal to the urban professional.

Education

Bachelor of Communications, Video Production

University Of Missouri- Kansas City

Associate of Arts, Phi Theta Kappa Honor Society Member

Maple Woods Community College