

Supporting Artifact 1: Client Communication Report

Purpose: To illustrate my effective communication skills in fostering client trust and ensuring clarity.

Summary:

During a “game” event, I served as the primary point of contact for the JTLS System I facilitated discussions to clarify project goals, resolve conflicts, and address concerns promptly. My approach ensured the client felt heard and valued, resulting in a streamlined process and positive feedback on my communication skills.

Highlights:

- Managed 5 client meetings over two weeks.
- Received direct feedback from the project manager, stating, "Your ability to listen and address our client's concerns was exceptional."