

Robert Smith

National Account Coordinator

PERSONAL STATEMENT

Detail-oriented and self-starting communications professional seeking to establish a long-term career that will allow me to apply previous work experience in the customer service and public relations field towards professional growth and career advancement.

WORK EXPERIENCE

National Account Coordinator

ABC Corporation - August 2015 - July 2016

Responsibilities:

- Actively pitched new product launches and client initiatives to regional and national publications.
- Handled day-to-day editorial requests and media servicing for 8 different clients, ranging from fashion to lifestyle to travel.
- Coordinated events between third party vendors and sponsors and clients.
- Executed and provided monthly social media recommendations to clients.
- Supported on-site and in preparation for client events, including management of RSVPs, check-in, and press interviews.
- Assisted in developing short-term and long-term press strategies for clients.
- Managed department interns and freelancers.

Account Coordinator

ABC Corporation - 2011 - 2015

Responsibilities:

- Assisted account executives with advertising, public relations and digital projects.
- Coordinated development of marketing collateral and provided copywriting services.
- Executed media relations strategy by drafting and distributing press release to local, national, trade, and business news outlets and monitored results.
- Planned and executed client events.
- Worked on corporate, healthcare, and nonprofit accounts including McDonalds, Healthcare Partners, United Blood Services, and Volunteers in Medicine.
- Planned and executed client events, such as Valley Electric Associations District Meetings and McDonalds Green for Grads.
- EXPERIENCE (CONTINUED).

Education

B.S. in Marketing Communications - (Emerson College - Boston, MA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Excellent Customer
Service Skills Detail
Oriented Types.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)