

ROBERT SMITH

Account Coordinator, Public Relations

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

6+ years of experience as an Account Coordinator. Continue to grow my marketing and advertising career. Office Accounts Payable and Receivable Client Relations Administration Basic Bookkeeping Computer, Email, Fax, Printer, Scanner, and Telephone.

CORE COMPETENCIES

Budget Management, Vendor Management, Event Coordination, Research, Client Relationship Management, Calendar Management, Payroll Management, Client File Organization, Project Management, Computer Programs, File Transfer, Programs- Box, Dropbox, and Hightail Adobe Photoshop, Illustrator and Pro Presenter, Google Calendar, Documents, Drive and Gmail.

PROFESSIONAL EXPERIENCE

Account Coordinator, Public Relations

ABC Corporation - December 2014 - Present

Key Deliverables:

- Coordinating multiple local advertising efforts for 20+ states across all media platforms.
- Providing ongoing strategic education, monthly reporting, and IT support to military clients.
- Providing in-depth historical and projected budget auditing to high-level us dod supervisors.
- Management of the air national guard warehouse, internal awards, and social content programs.
- Supervision of multiple campaign elements across accounts budget management, creative direction, comprehensive strategy, direct mail delivery, end-of-campaign reporting, online and offline placements, and product quality oversight.
- Providing continual project status reporting and payment tracking for all projects at all levels of completion.
- Managing proof-of-placement tracking, internal reporting, and documentation.

Business Manager

ABC Corporation - June 2013 - November 2014

Key Deliverables:

- Responsible for call sheet, invoice, and production order document creation and administration.
- Revived inactive accounts by calling on dormant clients, inviting them to events and updating them on product lines.

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- Created facial events to reintroduce old product lines and introduce new product lines to clients.
- Developed and maintained relationships with personal shoppers and department managers to create cross-selling opportunities to grow the business.
- Managed inventory and ordered monthly merchandise to ensure appropriate stock levels.
- Drove implementation of current company businesses into a shared services setting, streamlining processes which resulted in increased efficiencies and \$1,000,000+ in savings to the bottom line.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

B.A. in English Non-Fiction Writing And Editing - 2001(George Mason University Fairfax - Fairfax, VA)Business Administration - (Cal State University Of Los Angeles)Master Of Science in Marketing - (Georgia State University - Atlanta, GA)

