

ROBERT SMITH

Market Coordinator

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

SUMMARY

Market Coordinator with 4 years of experience in Collating and managing the collection of event, demo, and activation data and create monthly recap presentations sent to upper management, and also Reviewing orders to guarantee accuracy and also assure that customer maximized container capacity and freight cost.

CORE COMPETENCIES

MS Office, Coordinating Skills.

PROFESSIONAL EXPERIENCE

Market Coordinator

ABC Corporation - December 2013 – February 2015

Key Deliverables:

- Started off as a Maintenance Administrator, in which was responsible for taking all calls coming in from the queue and troubleshooting any issues that a resident might have with the property.
- Seemed to be a job that would not be able to be fixed by troubleshooting with the resident then I was responsible for writing a work order for that property and dispatching a vendor.
- Took on a nationwide project for pool and safety compliance.
- Promoted within 6 months of employment as well as have been assigned to nation-wide projects.
- Used Computer skills specifically in Word, Excel, Power Point, Access, CRM, Yardi, and AppFolio.
- Consistently met and surpassed revenue targets.
- Developed positive and meaningful relationship with students, parents, co-workers and administrators.

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Delta Corporation - 2009 – 2013

Key Deliverables:

- Serviced over 100 vendors in 14 retail locations adhering to specific goals and guidelines for improvement of sales and profits.
- Communication between store management and vendor Supervise vendor new store set ups Originate and service point of purchase displays and inline .
- Supported Market Managers with daily operations of hotel partners, maintained communication with Market Managers and Regional Director, prepared and .
- Assistant to Assets Protection Market Team Leader Coordinated and supported all executive level training programs (60 stores, CA & NV) Coordinated .

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- Managed recovered appointments for multiple markets confirming the scheduled leads and making any necessary last minute adjustments.
- Worked closely with Market Coordinators and Sales Managers to ensure smooth incorporation of the recovered material into the regular sales material .
- Also included providing service identical to an Appointment Assistant for recovered leads.

EDUCATION

BA

