

ROBERT SMITH

Sr. Marketing Project Coordinator

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

SUMMARY

Business management professional with over 10 years of experience in both the private and public sectors. Proven skills in marketing, product development, project management and trade shows. Diversified skills include client relations, employee supervision, analytic analysis and administrative support. Excellent phone, interpersonal and digital communication skills.

CORE COMPETENCIES

Microsoft Office, Adobe, Written Communication, Research, Organizational .

PROFESSIONAL EXPERIENCE

Sr. Marketing Project Coordinator

ABC Corporation - March 2007 – October 2020

Key Deliverables:

- Managed all communications with our external sales network (Dealers) through our Project Coordinators and Sales Mangers.
- Communication avenues included but were not limited to sales meetings.
- Directed all new product development from research through implementation market research, prototyping, production timelines, samples, photography, pricing, specifications, web & print collateral generation, and advertisements.
- Provided product development assistance for our Supplies & Furnishings Division for products manufactured in our 150,000 square foot facility.
- Oversaw the research, obtainment, and updating for over 30 of Brodart Contract Furnitures State and National purchasing contract schedules.
- Ensured that our Project Coordinators were delivering a high level of service while managing costs.
- Managed all trade show activities for an average of 3 national and 10 state-level shows a year product selection, promotions, staffing and post-show follow up initiatives.

Marketing Project Coordinator

Delta Corporation - 2002 – 2007

Key Deliverables:

- Provided administrative and marketing project support to the Enrollment and Corporate.
- Maintain weekly reports on team workflow and project status Track and monitor workflow progression to ensure projects are completed on time Gather .
- Coordinating creation and proofing of marketing materials.
- Management of monthly newsletter from receipt of approved copy, design, review, and distribution on line.
- Project management of planning process for national conference and sales meeting.
- Headed the creation of a new company logo and website Compile images of product to be used in a sales portfolio/ PowerPoint Create new business cards.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Master's in Business Administration - (Shippensburg University of Pennsylvania - Shippensburg, PA)