

Robert Smith

Marketing Project Coordinator II

PERSONAL STATEMENT

To obtain a full time position that will allow to gain the knowledge and experience to be able to face the challenges of competitive situations and the ability to sustain success.

WORK EXPERIENCE

Marketing Project Coordinator II

KAISER PERMANENTE - November 2013 - 2020

Responsibilities:

- Included event planning, logistics, distribution and preparation of meeting materials, communication, support agenda preparation, procurement of data/telecommunications equipment.
- Prepared requisitions for the purchase of office supplies and/or miscellaneous items.
- Maintained database of all corporate sponsorship events and meetings.
- Developed and implemented sporting and event ticket distribution.
- Assisted with preparation of presentational materials and supports budget management.
- Identified efficient work application and/or charts to improvements daily office needs and provide ongoing feedback to Executives.
- Provided administrative services for all Marketing departments.

Marketing Project Coordinator

Delta Corporation - 2010 - 2013

Responsibilities:

- Developed new marketing materials for external use and Trade shows Increased department profitability by 14% Established fund-raising campaigns for .
- Contract to create video and photography content for social media platforms to promote trampoline parks in the Southeast.
- Project Summary Assisted with management of five simultaneous iPad App development projects Transitioned into taking additional responsibilities .
- Public Company; 5001-10,000 employees; DLX; Financial Services industry.
- November 2005 - October 2008 (3 years) Processing print and assembly projects through cross functional departments to complete the design, production .
- Elicited business requirements from 10 stakeholders across 4 departments, overcoming inter-departmental differences in understanding about key .
- Gathering, managing and documenting business and functional requirements, communicating effectively with upper management, developers and QA .

CONTACT DETAILS

1737 Marshville Road,
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www.qwikresume.com

SKILLS

Microsoft Office,
Powerpoint, Salesforce,
Analysis, Excel,
Facebook.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor's - 2007(University Of Colorado At Boulder - Boulder, CO)