



AMELIA MOORE

Marketing Project Coordinator

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📍 Los Angeles
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PROFESSIONAL SUMMARY

Motivated Marketing Project Coordinator with 2 years of experience in executing marketing strategies and managing projects. Proficient in digital marketing, campaign analysis, and stakeholder collaboration, dedicated to enhancing brand engagement. Eager to leverage my skills in project management to drive successful marketing initiatives that contribute to organizational growth.

WORK EXPERIENCE

Marketing Project Coordinator

Quantum Solutions LLC

📅 Apr / 2024-Ongoing

📍 Phoenix, AZ

1. Gathered and analyzed user requirements to implement effective marketing project strategies.
2. Coordinated communication with stakeholders and support teams for successful project execution.
3. Managed documentation and budget requirements for various marketing initiatives.
4. Tracked project activities using metrics and tools like Microsoft Excel and SharePoint.
5. Provided comprehensive support to teams, addressing queries related to project management processes.
6. Researched market trends to implement effective marketing solutions.
7. Demonstrated strong multitasking and leadership abilities while fostering teamwork.

Marketing Project Coordinator

Crescent Moon Design

📅 Apr / 2023-Apr / 2024

📍 Portland, OR

1. Led a marketing study for a regional healthcare group, overseeing a team of 12 researchers.
2. Organized fundraising campaigns, enhancing community engagement and brand visibility.
3. Designed promotional materials for various marketing events, increasing audience participation.
4. Managed public relations efforts, strengthening the brand's image in the community.
5. Produced advertising materials for travel agencies and non-profits, boosting outreach efforts.
6. Coordinated joint ventures and contracts with key stakeholders, ensuring project alignment.

EDUCATION

Bachelor of Arts in Marketing

University of California

📅 Apr / 2022-Apr / 2023

📍 Portland, OR

Focused on digital marketing strategies, consumer behavior, and brand management.

SKILLS

Analytics Tools



Campaign Coordination



Content Quality Assurance



Public Relations



Crm Software



Website Management



INTERESTS

🌐 Language Learning 🤝 Volunteering

🍴 Cooking 📖 Puzzle Solving

STRENGTHS

🗨 Assertiveness

➔ Forward-thinking

🖌 Creativity

☰ Detail-oriented

LANGUAGES



English



Italian



Spanish

ACHIEVEMENTS

🌟 Increased social media engagement by 30% through targeted campaigns.

🌟 Coordinated a marketing project that improved lead generation by 25%.