



AMELIA MOORE

Sales And Marketing Coordinator

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📍 Los Angeles
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PROFESSIONAL SUMMARY

Results-driven Sales and Marketing Coordinator with over 5 years of experience in developing and executing marketing strategies that drive sales growth. Proficient in market research, campaign management, and data analysis. Strong communication skills with a proven ability to collaborate across teams to achieve business objectives and enhance brand visibility.

WORK EXPERIENCE

Sales And Marketing Coordinator

📅 May / 2022-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Collaborated with sales leaders to streamline daily operations, including data management and reporting using Salesforce.
2. Worked cross-functionally to meet partner demands, enhancing overall service delivery.
3. Assisted in the planning and execution of regional and national broker-client meetings.
4. Coordinated logistics for industry summits and conferences, ensuring successful outcomes.
5. Reviewed and approved content for weekly newsletters and promotional materials prior to distribution.
6. Supported the Sales Marketing Director in daily operations for group sales and marketing initiatives.
7. Managed inbound sales inquiries, providing timely responses and support.

Advisor

📅 May / 2020-May / 2022

Cactus Creek Solutions

📍 Phoenix, AZ

1. Participated in recruitment and retention efforts, assisting in new student orientations and training sessions.
2. Adhered to confidentiality standards while demonstrating flexibility in a dynamic environment.
3. Organized and hosted recruitment events, including workshops and college fairs.
4. Verified data for compliance with federal tax guidelines.
5. Assessed financial aid applications for accuracy and consistency.
6. Determined aid eligibility and award amounts based on student needs analysis.

EDUCATION

Bachelor of Business Administration

📅 May / 2018-May / 2020

University of Marketing Excellence

📍 Denver, CO

Focused on marketing strategies, consumer behavior, and business management.

SKILLS

Product Promotion

Project Coordination

Client Relationship Management

Customer Retention

Sales Support

Networking Skills

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

📦 Stewardship

👥 Teamwork

🔗 Tenacity

👁 Vision

LANGUAGES



English



Swahili



Russian

ACHIEVEMENTS

🌟 Increased brand engagement by 30% through targeted marketing campaigns.

🌟 Successfully coordinated 10+ industry events, enhancing brand visibility.