

AMELIA MOORE

Sales And Marketing Coordinator

🔼 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
- 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

耳 Denver, CO

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

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

SKILLS

Product Promotion

Project Coordination

Client Relationship Management

Customer Retention

Sales Support

Networking Skills

INTERESTS

Scuba Diving

E-sports

🗪 Reading Fiction ខ Puzzle Solving

STRENGTHS



🖶 Stewardship

Teamwork

🗞 Tenacity

Vision

LANGUAGES



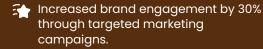


English

Swahili

Russian

ACHIEVEMENTS



Successfully coordinated 10+ industry events, enhancing brand visibility.