

Jane Doe

Any Town, VA
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PROFILE

Highly skilled and competent marketing professional with more than eight years of experience in project management, data analysis, team leadership, and cultivating productive relationships with clients and partners. Demonstrated ability to think outside of the box and proven skill in developing high-impact marketing messages with a limited budget.

EDUCATION

Bachelor of Arts in Management, X/20XX

Concentration: Human Resource Management

American Public University System, Charles Town, WV

- *Relevant Coursework:* Compensation and Benefits, Human Resource Development, Recruiting and Staffing, Human Resource Management Information Systems
- GPA: 3.8/4.0 (Optional)

PROFESSIONAL EXPERIENCE

Marketing Coordinator

Company ABC

XX/20XX- Present

Get Hired, VA

- Coordinate marketing initiatives to include monthly mailings and communications
- Establish a core team to develop and sustain the Marketing initiative program
- Contribute to the production of the year end program, including content and layout
- Serve as the acting liaison between Marketing Managers and the core staff
- Coordinate monthly marketing initiatives to increase profitability
- Attend monthly conferences and act as the company spokesperson

Marketing Assistant

Company DEF

XX/20XX-XX/20XX

Hire Me, VA

- Assisted with the development of the Customer Relations Department
- Conducted research for promotional items and events and analyzed data
- Reviewed, processed, and organized active invoices; developed efficient invoice tracking for company
- Provided quality customer service while managing incoming phone calls and processing clients' orders

Sales Associate

Company GHI

XX/20XX-XX/20XX

Perfect Candidate, VA

- Assisted customers with their purchases; answered questions about the product
- Managed stock room and conducted monthly inventory checks
- Maintained a high level of sales and 92% customer satisfaction rating
- Scored among the top ten associates for positive customer feedback

PROFESSIONAL AFFILIATIONS

- Board of Directors Member, American Marketing Association, 20XX-Present
- Member, Society for Marketing Professional Services, 20XX-20XX

HONORS

- Golden Key Honour Society, 20XX-Present
- Epsilon Pi Phi, 20XX-Present

SKILLS

- Illustrator, Adobe Photoshop, Lotus Notes, QuarkXPress
- General Professional Proficiency in Spanish (Spoken, Written, Reading and Listening)