

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Marketing Associate - Company / Location

MONTH YEAR - Present

- Collaborated with the marketing project coordinators to develop marketing strategies to assist with clients' desired projects.
- Documented all progress of the marketing project in the project management software to review when needed.
- Coordinated clients' social media accounts to ensure revenue and website traffic is increasing.
- Assisted with adjusting the project timeline when necessary to appease the client and ensure quality.

### Event Coordinator - Company / Location

MONTH YEAR – MONTH YEAR

- Organized events for a client, including trade shows, product launch parties, and more.
- Built and maintained strong relationships with clients to ensure they return when they need another event coordinator.
- Scheduled vendors and handled all the event logistics to ensure it ran as smoothly as possible.
- Managed and tracked all the event budgets to ensure we never went over while still coordinating a great event.

### Project Experience

- **Social Media Schedule:** Implement a social media posting schedule for a client to increase their traffic and sales by 45%.

## Education

### Bachelor's Degree in Communications and Marketing - University of Alabama

MONTH YEAR

- GPA: 3.5
- AWARD
- AWARD

### High School Diploma- Alabama High School

MONTH YEAR

- GPA: 3.9
- AWARD
- AWARD

## Skills

### Expertise

- Digital Marketing
- Documentation and report analysis
- Collaboration and teamwork
- Great attention to detail
- Ability to work well under pressure

## Licenses & Accreditations

### Licenses & Accreditations

- Certified Associate in Project Management (CAPM)
- [Hootsuite Social Marketing Certification](#)