

MARKETING COORDINATOR

Creative thinker with effective human resources management, marketing, planning and strategy skills. Excellent collaborative communicator—especially skilled in cultivating and developing relationships—with the ability to connect to and persuade diverse audiences. Self-motivated with the ability to excel in fast-paced environments. Grasps and applies new processes and procedures quickly and adapts readily to the demands of the jobs.

Budgeting & Cost Analysis • Project Management • Solution & Product-based Sales

Market Research • Public Speaking • Negotiating

Partnerships • Excel Modeling • Sales Presentations

Windows, Mac OS X, MS Office (Word, Excel, PowerPoint, Outlook), Zoho CRM, WordPress, HTML

EDUCATION & CERTIFICATIONS

Bachelor of Science in Marketing, *The University of Texas at Austin*, Austin, TX 2016

Chinese Business Environment Study Abroad Program, *Tsinghua University*, Shanghai, China Summer 2013

NOTABLE COURSEWORK

Marketing: The Art of Communicating, Data and Critical Thinking, Business Marketing & Sales

Management: Creating Value in Organizations, Product Management

PROFESSIONAL CAREER HISTORY

XYZ Corporation, Austin, Texas 2015

Operations Intern

Supported Director with administrative functions including email and phone routing, client and vendor training and responding to general questions.

- Utilized Zoho CRM to enter vendor and client information, track and update vendor and associated client activities ensuring entire team had timely and accurate information.
- Managed email and phone connections with vendors, assisting donors with charitable requests.
- Assisted clients with questions and problems, timely responding to issues.
- Collaborated with Director of Marketing, ensuring office and company was well organized.

XYZ Corporation, Austin Texas 2012-2014

Marketing Representative

Processed documents and prepared a variety of forms and reports. Organized client files, documents and marketing presentations.

- Entered client profiles in WordPress database, tracking activities, documentation, and related information.
 - Contacted clients about any information relevant to their case, updating case files as appropriate.
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COMMUNITY SERVICE

Supported Campus Organization, Austin, Texas 2012-2014

Attended weekly meetings, participated in community service and philanthropy around the Austin area and at national events.