

123 My Street
Town, SC 12345

Nancy Needsajob

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Career Profile

Innovative marketing professional with proven track record of success developing and implementing marketing strategies for start up, mid size and high growth organizations.

Relevant Skills and Qualifications

- Strong client service, professional, diplomatic, supportive; excellent interpersonal skills with clients, management, staff, public and clients.
- Always meet deadlines with accuracy and quality.
- Thorough knowledge of product marketing specializing in Internet and print campaigns for newly released products.
- Capable of layout and design work for the development of print and online marketing materials.

Work Experience

Big Time Marketing

July 2004- November 2007

- Became an integral team member in the development of online marketing programs for clients including Cool Shoes, Cutting Edge Cell Phones and New Product.
- Added 10 clients creating an additional \$3 million in annual revenue.
- Designed and coordinated distribution of catalogs, brochures and point of sales materials.
- Conducted extensive research, analyzed information, identified solutions and reported results to project leaders and clients.

ABC Company

January 2004- July 2004

- Handled calls and promptly forwards them to appropriate person among 85 employees.
- Responsible for scheduling meetings for all employees; escorts visitors to staff members' offices, along with provides hospitality service arrangements as requested by staff.
- Composed and distributed inter-departmental memorandums ensuring timely delivery and receipt of important information while at the time maintaining confidentiality.

Ice Cream Dream

August 1998- May 2000

- Sold ice cream to customers, and organize social events to enhance store sales
- Communicated with customer as well as vendors on a daily basis

Education

BA in Marketing, Another University Town, SC 2004

Technical Skills: Illustrator, Photoshop, MS Access, Power Point, QuarkXpress

