

Name Withheld for Client Privacy

(555) 555-5555
yourname@email.com

CAREER OBJECTIVE

To add value to an innovative, creative, and fast-paced business that allows me to demonstrate and hone my leadership, project management and communication skills.

SELECT SKILLS

- Dynamic, fast thinker who thrives on challenges
- Experienced project manager, with strong corporate skills in launching new products
- Able to visualize, prioritize, articulate and execute creatively with limited resources
- Exceptional multitasking, planning and research skills
- Outstanding oral and written presentation skills
- Self starter, with strong desire for success and life-long advancement

PROFESSIONAL EXPERIENCE

MARKETING MANAGER, Company Name Withheld for Client Privacy, Phoenix, AZ **2006-Present**

Responsible for organizing over 25 nationwide Town Hall Meetings for new B2B financial product. Market events and product to channel and trade professionals in financial services industry. Oversee the contract negotiations and booking of all the conference facilities, hotels, and travel plans for all sponsors. Liaise with marketing and graphic design firm to develop highly effective, targeted communications for both direct mail and internet based marketing campaigns. Maintain extensive press database and editorial calendar, and co-author and distribute press releases. Drive development of web content, video presentations, podcasts, radio appearances, and trade magazine articles. Promote and cultivate relationships with channel partners for cross-marketing opportunities. Maintain extensive Salesforce.com database.

MARKETING MANAGER, Company Name Withheld for Client Privacy, Scottsdale, AZ **2004-2006**

Actively involved in all aspects of product research, design, presentation and development for a niche automotive accessories company. Researched industry, vendor, and consumer trends in fashion and fragrance; facilitated the planning, design and development of all new products. Promoted to organize and present new products with the President to triple-A retailers Wal-Mart, Target, CSK, AutoZone. Jointly responsible for increasing Wal-Mart SKUs by 125% and Target SKUs by 150% over a 14 month period.

EVENT COORDINATOR, Company Name Withheld for Client Privacy, Scottsdale, AZ **2003- 2004**

Researched, coordinated and facilitated events for corporations, churches, and non-profits. Created marketing brochures and advertisements. Represented clients at trade shows. Created database for client follow-up and evaluation.

ASSISTANT TO THE PRESIDENT, Company Name Withheld for Client Privacy, Phoenix, AZ **2002 - 2003**

Worked side by side with company CEO organizing local political campaigns and gubernatorial debates. Developed Power Point presentations, communicated daily with clients, the media, and community leaders, and drafted key corporate planning documents.

EDUCATION

Arizona State University **2000-2003**

Bachelor of Science, Summa cum Laude, in Interdisciplinary Studies-Emphasis in Business and Communications

PROFESSIONAL LICENSES, TRAINING, AND INTERESTS

Arizona Property & Casualty Insurance Producer, Arizona Life Insurance Producer, Arizona School of Real Estate & Business: Commercial Real Estate Training; Arizona Notary Public (pending), Active volunteer at Paz de Cristo and Phoenix Rescue Mission