**Jennifer Harvey**

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**(425) 299-6757**

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**Objective:**

I am a self-starting motivated professional with exceptional guest service and problem solving skills, seeking a company that I can utilize my current abilities while gathering new ones to further expand my career long term.

**Skills**

* Marketing
* Guest service
* Microsoft Office Suite Programs
* Business communications
* Budgeting
* Data entry
* Strong PR presence with the community
* Event planning & management
* Social media
* Volunteer coordination
* Inventory
* Vendor management
* Copy writing
* Contract management
* Procurement/Purchasing
* Public Relations
* Calendar Management
* Sponsorship/donation coordination

**Experience-**

**Tulalip Resort Casino- Marketing Executive Assistant**

*February 2020- Present*

* Provides administrative and business support to the Executive Vice President of Marketing and Marketing Managers
* Invoicing/ Reconciling
* Entertainment and vendor contract management
* Calendar management

**Acquisitions Manager- Rairdon Dodge Chrysler Jeep**

*June 2019- February 2020*

* Assist guests with needs
* Appraise Merchandise, and formulate offers for vehicles based off appraisals
* Provide guests with in depth understanding of their offer
* Document all appraisals, sales, and guest communication. Utilize for follow up.
* **Marketing Director- RE/MAX Associate Brokers**

*October 2018-June 2019*

* Controls all marketing efforts and programs used to promote the firm and 40+ agents
* Administrator for all social media platforms
* Researching and creating print and digital advertisement strategies
* Directing all community special events
* Procurement of sponsorships and donations for community events
* Implementation of team trainings and events
* Assisting with creating of marketing materials
* Maintain knowledge of other competitive agencies in the area

**Marketing Team, various positions-Angel Of The Winds Casino Resort**

*April 2014-October 2018*

* Creating, coordinating, facilitating, and executing of large scale internal/ external events, promotions, and special products that included expansion, amenity additions, and obtaining the naming rights to Angel Of The Winds Arena.
* Advise and counsels senior leadership for leadership communication support
* Creates communication standards to ensure consistency and clarity in branding. Participated in a property wide re branding process.
* Develops, implements and leads internal and external communications for functions and events
* Coordination of sponsorship and donations
* Maintains strong external communications and PR presence with the local community
* Promotional branding product and gift ordering
* Maintaining Inventory of products and supplies
* Entertainment Booking and contract management
* Microsoft WORD, Outlook, and Excel, and Publisher
* Creating and editing branding materials for mailers, invites, and other collateral
* Event logistics coordination and management for domestic and international guests.
* Social Media Management for all platforms (Facebook, Instagram, Twitter, LinkedIn, Yelp)
* Maintain knowledge of target area, including all competitive properties, guest demographics, and available media.

**Volunteer Activities:**

* **Umps Care Charities Sponsorships and Donations Lead**
* 2017-2019 *All Star Break Tournament*
* **Board Member: Arlington Smokey Point Chamber Of Commerce**
* *2016-2017*
* **Volunteer Coordinator: The Prom Dress Exchange**
* *2012-2015*

**Education:**

Associates Degree Business Management, Edmonds Community College (2010)