

Marketing Project Manager & Event Coordinator Marketing Project Manager & Event Coordinator
Paramount, CA Work Experience Marketing Project Manager & Event Coordinator
FreeConferenceCall.com - Long Beach, CA June 2017 to Present Create, manage and analyze
marketing campaigns Including: email blasts, newsletter creation, and social media post-generation
Manage and run marketing meetings and employee workforce management software Provide daily
and weekly reports, tracking and analyzing performance Travel to tradeshow and support onsite
execution and management of key events Track expenses and assist in complete financial
reconciliation Work with vendors to ensure timely cost-effective giveaways Coordinate Bullhorn
podcast app projects and act as a liaison between the Dev and Marketing team Manage changes
to the project scope, and project schedule Customer Service/ IT Rep. FreeConferenceCall.com -
Long Beach, CA June 2015 to June 2017 Answered inbound customer calls, voicemails, and
emails Educated and sold customers on paid services Compiled data information into Excel to
build reports for international callers Senior Bank Teller Bank of America - Sylmar, CA August 2014
to June 2015 Pitch credit, checking, savings, and mortgage accounts to customers Executed
deposits, withdrawals, money transfers, and cashed checks Handled large amounts of money, to
replenish ATMs Brand Specialist Macy's - Northridge, CA September 2012 to August 2014
Connected and built customer network and cultivated repeat business Monitored customer base,
trends and competitive market analysis Organized monthly events such as fashion shows and
raffles Marketing Intern Emblem Showroom - Los Angeles, CA January 2012 to June 2014 Created
social media accounts for prospective clients Assisted on creating a Market Plan for French fashion
brand named Pause Cafe Arranged meetings with prospective buyers Education Bachelor's in
Communication Studies California State University-Northridge - Northridge, CA August 2012 to June
2017 Skills Newsletters (2 years), Content Creation (2 years), Creative Writing (2 years), Microsoft
Office (5 years), Social Media Marketing (2 years), Asana (3 years), Budgeting (2 years), Marketing,
Social Media Management, Digital Marketing Links <http://www.linkedin.com/in/cristina>

Name: Michael Miller

Email: jillsmith@example.com

Phone: (926)915-7752x24075