

Marketing and Compliance Project Manager Marketing and Compliance Project Manager Marketing and Compliance Project Manager Perkasi, PA Authorized to work in the US for any employer Work Experience Marketing and Compliance Project Manager C3i Solutions - Upper Gwynedd, PA August 2018 to Present Merck's OnSite/BPO program Complying with FDA 2253 submission requirements Managing scheduling and boards for Post Review Teams Helping create personal rooms through WebEx with individual logins and passwords Silver Cybersecurity Certification Marketing Intern The Apartment Store - Bloomsburg, PA January 2018 to Present -Administrative Skills -Event Planning -Social Media: Instagram and Facebook -Marketing Management Trainee Intern Enterprise Holdings - Souderton, PA May 2017 to August 2017 ? Building business to business relationships ? Sales regarding various aspects of vehicles and the vehicles themselves ? Administrative skills Marketing Intern & IT Support Desk The Baldwin School for Girls - Bryn Mawr, PA May 2016 to August 2016 ? Editing the school's seasonal magazine titled Echoes ? Creating media alerts & writing small articles for the website ? Running social media channels: Twitter, Facebook, & Instagram ? Laptop setup: Mac OSX versions 10.10.x, 10.11.x, 10.12.x, Keychain Utility, Installing an SSL certificate, Aruba Wireless Controller 7200, Aruba Wifi System, Microsoft Remote Desktop, & Mac OSX package files Dining Services Aide Rockhill Mennonite Community - Sellersville, PA January 2013 to August 2015 ? Communication with a wide variety of ages ? Time management for various tasks ? Customer service with families and the elderly Office Assistant and AM Care Camp Magar - Bryn Mawr, PA June 2015 to July 2015 ? Recording lunch and registration bills in Microsoft Excel ? Customer service with families, children, and some special needs children ? Advertising through biweekly newsletters in Microsoft Word Education Bachelor of Business Administration in Marketing Bloomsburg University of Pennsylvania August 2014 to May 2018 Skills MICROSOFT POWERPOINT (Less than 1 year), MICROSOFT VISUAL STUDIO (Less than 1 year), POWERPOINT (6 years), SPSS (Less than 1 year), Microsoft Project (Less than 1 year), Digital Marketing, Content Creation, Photography, Excel, Social Media Additional Information Skills Expertise in the following programs: ? Microsoft Visual Studio, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and SPSS

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