

# HANNAH JONES

456 Main Street, Baton Rouge, LA 70801

[hjones@email.com](mailto:hjones@email.com)

(123) 456-7890

Reliable and organized project coordinator capable of handling large-scale and complex projects of all types. Trained in coordinating a wide variety of productions for media outlets. Interested in initiatives centered on developing collaborative and efficient workplaces in the digital age.

## PROFESSIONAL EXPERIENCE

### LEAD PROJECT COORDINATOR

HFB Network, New Orleans, LA | April 2013 - Present

- ◆ Secure new advertisers for daytime news programs resulting in over \$1,000,000 in additional revenue
- ◆ Contact sources and develop 2 to 4 segments for on-air programs per week
- ◆ Actively contribute to projects devoted to audience building and consumer outreach

### JUNIOR PROJECT COORDINATOR

BigTown Agency, Lafayette, LA | March 2010 - April 2013

- ◆ Managed media-related projects for a large portfolio of clients and engaged in business development initiatives
- ◆ Oversaw content creation by a network of 5 to 7 freelance contributors
- ◆ Packaged information and content and delivered it to clients or other third parties in a timely manner
- Developed a training course focused on creating an authentic connection with remote coworkers

## EDUCATION

### BACHELOR OF SCIENCE IN BUSINESS

Louisiana State University, Baton Rouge, LA | August 2005 - May 2009

## KEY SKILLS

- ◆ Technical tools; Microsoft Office Suite, Salesforce, WordPress
- ◆ Ability to Learn quickly
- Works well in a team setting