**SUMMARY**

* + Marketing minded professional who is energetic, friendly, creative, passionate, driven and honest.
  + Excellent in relationship building, project management and brand marketing management.
  + Proven ability to multitask with a keen awareness of objectives and deadlines.
  + Ability to act independently and problem solve when necessary although team player at heart.
  + Skilled in communication areas such as writing, editing, marketing and social media.

**EXPERIENCE**

**Omega High-Impact Print Solutions** (dba Print-Art Inc.), Egg Harbor Twp NJ Sept. 2013 – Present

-Sales Executive

* + - Sales Executive and account manager for $1.25M print account, a national retail store with over 650 locations; Streamlined internal management and work flow procedures to ensure accurate and timely production while enhancing efficiencies and heightening account profitability.
    - Implemented the first web-based Client Workspace Portal, housing print campaign specifications and creative to benefit the daily needs of the client; creating streamlined communication and increased productivity.
    - Prospected and closed outside print sales contributing an additional $400K in sales revenue.
    - Experienced in offset, digital and large-format printing as well as variable printing, creative services, data asset management and direct mail.

**Omega High-Impact Print Solutions** (dba Print-Art Inc.), Egg Harbor Twp NJ Feb. 2012 – Sept. 2013

-Office Manager

* + - Managed customer billing, account receivables, and credit-term management.
    - Hired and trained the receptionist and billing clerk.
    - Coordinated company’s Annual Wellness Day event, 2012 & 2013.
    - Coordinated and handled project management of company-wide VoIP Phone System install and employee training.

**Michael Anthony Graphics**, Seaville NJ June 2010 – Aug. 2011

-Marketing Manager

* + - Responsible for administrative functions to ensure efficiency of business including management of client projects and production schedules.
    - Generated sales quotes while building a client base and managing existing client projects.
    - Developed time management and work flow procedures to maximize business productivity.
    - Coordinated and implemented marketing efforts including email blasts, direct mail and local advertisements.

**Masterminds**, Egg Harbor Township NJ July 2008 – June 2010

-Account Coordinator [Hired as Account Service Assistant – Promoted January 2009]

* + - * + Full service advertising agency specializing in the travel, leisure and gaming industries.
        + Advertising account manager, for two casino-resort based organizations, handling print, broadcast, online, direct mail, outdoor and marketing collateral projects; Managed day to day relationship with key clients to ensure projects were aligned with current brand standards, executed on time and remained within budget.
        + Liaison between client and creative staff, leading daily traffic meetings.
        + Worked on various new business development, market research, competitive analysis and media projects.
        + Trained new account management hires in both daily agency procedures and specific account brand standards.

**COMPUTER SKILLS**

* + Highly Proficient in Microsoft Office & Basic Knowledge of QuickBooks and Great Plains Accounting
  + Management Software: Advantage, Webvantage & Adassist Programs; T-Quoter Shop Management Software, Avanti, Central Desktop, InfusionSoft

**EDUCATION**

**Philadelphia University**, Philadelphia PA Sept. 2004 – May 2008

Bachelor of Science Degree in Business

Major: **Marketing** Minor: **Management**

GPA: 3.20