

Rebecca Adamson

Marketing Coordinator - Penn Valley Chemical

Jeffersonville, PA - Email me on Indeed: [indeed.com/r/Rebecca-Adamson/19d11977210f28b5](https://www.indeed.com/r/Rebecca-Adamson/19d11977210f28b5)

WORK EXPERIENCE

Marketing Coordinator

Penn Valley Chemical - Lansdale, PA - August 2006 to Present

Created Marketing Department in 2006. Built database of customer contact information and introduced customers to an electronic monthly newsletter as well promotional literature and promotions.

- Help the sales staff generate new leads and accounts by performing telemarketing tasks including making phone calls, sending emails and/or mailers.
- Working with sales manager to assign new customers to salesmen and manage online sales accounts.
- Organize and schedule seminars and other functions held on site or off site for customers.
- Assist in the managing of the company's website.

Customer Service/Marketing Coordinator

Simply Seafood - Gilbertsville, PA - May 1999 to May 2007

Answered phones, assisted customers and created promotional advertisements. Part-time on Fridays and Saturdays.

Environmental Engineer's Assistant

Compliance Management - Montgomeryville, PA - August 2004 to August 2006

Perform basic office tasks like answering phones, sending faxes and sorting mail.

- Compiled reports for environmental engineers, assisted engineers with training sessions and created presentations concerning environmental safety practices.
- Made travel arrangements for clients and employees.

Customer Service Representative

- January 1999 to August 2004

Assist customers with product questions, provide internal support for sales staff, answer incoming phone calls and send out faxes, invoice orders for customers and make collection calls on past due accounts.

- Cross-trained in all other office duties including accounts receivable.

EDUCATION

Associates in Liberal Studies

Montgomery County Community College - Blue Bell, PA

January 2007 to May 2009

Education & Marketing

Gwynedd Mercy College - Gwynedd, PA

August 2004 to June 2007

Communications

Cabrini College - Radnor, PA

August 1998 to December 1998

ADDITIONAL INFORMATION

- Over 10 years working in an office setting
- Over 6 years creating and managing the marketing department
- Proven ability to build strong customer and client relationships
- Self-motivated individual with ability to rapidly learn new tasks
- Achieved Associates Degree in Liberal Studies, working towards business/marketing degree
- Proficient in Microsoft Office including Excel, PowerPoint & Word
- Proficient in using marketing website, Constant Contact
- Proficient in Microsoft Outlook