



Ebony Moore

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Summary

Hardworking professional with academic training in business administration and work experience in project management and marketing. Seeking a role as a Project Manager to employ my skills in organization and communication and grow as a management professional in the marketing sector.

Education

Brick University

2019

Bachelor of Arts in business administration

Experience

Grove Content Marketing, Project Manager

May 2020 – Current

- Lead team of seven in developing marketing copy for a high-profile client
- Develop and communicate project goals, timelines and budgets
- Conduct documentation and monitor over 10 different project metrics

- Collaborate with clients to update and meet strict specifications
- Account for the entire project life cycle from creation to conclusion

Window Health, Administrative Assistant

March 2019 – Jan. 2020

- Completed billing, filling, scheduling and documentation for supervisors
- Trained three new administrative professionals in fulfilling daily duties
- Navigated business administration software to enter and update data

Frankie's Farm, Marketing Intern

May 2018 – Sep. 2018

- Established goals, budget and timeline for marketing campaign project
- Used social media and data analytics to establish consumer behaviors and needs
- Developed and delivered five different promotional presentations

Certifications

- Project Management Professional, November 2020
- Strategic Organizational Leadership Certification, August 2019

Skills

- Team management
- Conflict resolution
- Vendor management