

resume_text = ""

[Your Full Name]

Email: your.email@example.com | Phone: (123) 456-7890 | LinkedIn:
linkedin.com/in/yourprofile

Location: New Jersey, USA

Professional Summary

Creative and organized Marketing Coordinator with over 2 years of experience in graphic design and marketing support. Skilled in Adobe Creative Cloud (InDesign, Illustrator, Photoshop) and Microsoft Office Suite. Proven ability to manage multiple marketing requests, coordinate with teams, and maintain brand consistency. Strong interpersonal skills and a positive, proactive attitude, thriving in fast-paced environments. Passionate about delivering high-quality print and digital materials and contributing to dynamic team cultures.

Skills

- Adobe Creative Cloud: InDesign, Illustrator, Photoshop
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Marketing Coordination & Project Management
- Print Production & Vendor Communication
- Brand Management & Graphic Design
- Event Planning & Community Engagement
- Excellent Communication & Team Collaboration
- Attention to Detail & Time Management

Professional Experience

Marketing Coordinator

[Your Previous Company Name], New Jersey

Month Year – Present

- Managed daily marketing requests from sales agents and internal teams, ensuring timely delivery of print and digital materials.
- Designed postcards, property brochures, signs, and email marketing campaigns using Adobe Creative Cloud, adhering to brand guidelines.
- Coordinated with printers and vendors to submit orders and track deadlines, maintaining quality and budget control.
- Assisted in planning and executing community events and promotions, managing vendor relationships and sponsorships.
- Maintained organized digital assets and templates for the marketing team's consistent use.
- Communicated effectively with sales agents and executive teams, fostering a cooperative and positive work environment.

Graphic Design Intern

[Previous Company or Freelance], New Jersey

Month Year – Month Year

- Created custom graphic design assets for marketing campaigns, social media, and print collateral.
- Supported brand strategy efforts by organizing and updating digital files and assets.
- Assisted with event setup and marketing materials distribution.

Education

Bachelor of Arts in Marketing (or related field)

[Your University Name], City, State

Graduated Month Year

Additional Information

- Available to work full-time in-person, Monday to Friday, 8-hour shifts
- Willing to learn and grow within the marketing team
- Strong interest in real estate marketing and community engagement

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