

Amanda Ackroyd
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PROFESSIONAL EXPERIENCE

Bristol-Myers Squibb; Project Manager/Account Executive Plainsboro, NJ 4/2012 - Present

- Manage and coordinate the design and production of digital and print material as the main point of contact
- Review brand needs to propose concepts to meet field requirements; following FDA guidelines
- Organize timelines, preparing for each project simultaneously to meet client specified due dates; providing knowledgeable suggestions based on preceding experience, and developing an appropriate plan of action in anticipation of any setback
- Communicate daily with internal business partners, team members and external parties involved to ensure project terms are not only met, but exceeded where possible
- Provide estimates for approval per project, managing funds throughout the life of each project and quarter to ensure budgets are well maintained

The Hibbert Group; Program Planner Trenton, NJ 3/2009 – 4/2012

- Manage and coordinate comprehensive marketing programs as the main point of contact for various Pharmaceutical brands, as well as the Disney Vacation Club simultaneously
 - Aided the business in development and launch of 2 pharmaceutical programs as a main point of contact
- Review Agency creatives with high focus on detail to color and brand guidelines to provide feedback in a timely, thorough manner
- Organize timelines and plan accordingly to meet client specified due dates; planning to exceed expectations whenever possible
 - Provide knowledgeable recommendations based on previous projects
- Communicate and coordinate with clients, business partners and involved production areas for each project; guaranteeing quality at each stage

New Hope Modifications; Sales Representative Mount Laurel, NJ 11/2008 - 2/2009

- Solicit and sell mortgage modifications to home owners nationwide
- Analyze prospects current financial situation
- Provide customer service through client interaction

***Concord Café and Maggie's Restaurant;** Waitress Avalon, NJ 4/2000 – 11/2008

- Provided food and drinks to patrons, displaying exceptional customer service
- Maintained a sanitary environment for customers and fellow employees; promoted friendly atmosphere
- Maintained nightly patron check/receipts, balanced receivables and oversaw cash flow operations

EDUCATION

Rider University College of Business Lawrenceville, NJ May 2008
Graduated with Bachelor of Science in Business Administration, Dean's List honors

Applicable SKILLS

- Working knowledge of all Microsoft Office software, Adobe and Windows.
- Execute every task with a positive attitude offering assistance where needed.

*Worked summers during school.