|  |  |
| --- | --- |
| **David Bell**  SALES COORDINATOR | |
|  | 999-999-9999 ⏐ [email@isp.com](mailto:email@isp.com)  LinkedIn: <http://ca.linkedin.com/pub/XXXX> ⏐ Instagram ⏐ twitter |
|  | |

***Talented Coordinator with the ability to develop event plans and create digital media content  
 while supporting sales teams and high-profile corporate initiatives***

Expertise

* Social Media Marketing
* Content Creation
* Google Analytics
* ACMS
* SharePoint
* Proficiency using MAC OS & Microsoft applications
* FileMaker
* Siebel
* ORL
* Magellan & various sales platforms

Target Roles and Industry

Project Coordination, Sales Coordination or Event Management with a strong emphasis on digital technology and social media

Target Industry

A medium to large firm that is both technically and social media savvy

Background

* 8 years of in-house experience managing and coordinating diverse events and initiatives, including employee appreciation, customer and trade show booths
* Sales team support, including pre and post sales presentation materials
* Execution of marketing initiatives; development of marketing collateral both digital and print
* Experience in eBook development and implementation, social media implementation, and data integrity management

Differentiators

* Sharp analytical and critical thinking skills with proven ability to accurately evaluate situations and recommend best course of action
* A creative and lateral thinker skilled at inventing fresh approaches
* Keen sense of responsibility with the confidence to challenge established practices and come up with innovative ways of working
* Learns quickly and adapts well to changing priorities
* Skilled at balancing internal and external customer needs

Career Experience

* Company A, Sales Coordinator Key Accounts 20xx-20xx
* Company B, Marketing Coordinator, 20xx-20xx
* Company C, Account Project Coordinator, 20xx-20xx

Education and Professional Development

B.A., Name of University, City, 20xx

Post-Graduate Certificate, Event Marketing, Name of College 20xx

# Canadian Marketing Association:

* Digital Marketing (Graduated with Distinction) – 20xx
* Social Media 101 – 20xx
* Schulich School of Business:
* E-Marketing and E-Commerce, 20xx