

CLIENT A. NAME

123 Nameof Street, Apartment **, City, ST 12345 • 555.555.5555 • name@name.com

TEACHER, MARKETER AND SOCIAL MEDIA PROFESSIONAL

CLIENT CENTERED • DETAIL DRIVEN • LEADER • MENTOR • HIGHLY EFFECTIVE

PROFILE

- More than 10 years of progressively responsible experience in project management and community development.
- Extensive experience creating, developing, and implementing effective marketing and social media management.
- Demonstrated ability to collaborate with staff, management, business partners, and all other stakeholders at all organizational levels.
- Outstanding blend of organization, prioritization, leadership, and interpersonal skills.
- Proven ability to simultaneously manage multiple levels of responsibilities and duties in a fast paced environment.

Core Competencies

- Project Management
- Community Development
- Customer Relationship Management
- Business to Business (B2B) Sales
- Marketing and Fundraising
- Event Planning
- Social Media Operations
- Student Education and Instruction

AREAS OF EXPERTISE

Primary Education Management

- Provide classroom management and curriculum development assistance for grades 1 – 4 and special needs students as a teacher for Kaplan Family Learning Center.
- Create and maintain classroom management and behavior plan; provide formative and summative assessment of students; and support dynamic learning styles by creating and developing projects to improve student comprehension and understanding of concepts.
- Facilitate and maintain communication with families via email, phone, and face-to-face contact.
- Educate, mentor, and tutor students who require additional assistance outside of the classroom.

Sales, Marketing, and Social Media Management

- Created, developed, and implemented effective marketing plans for targeted territory for enterprise instant messaging (EIM), archiving, anti-spam/anti-virus, and web securities software.
- Exceeded monthly sales targets; achieved and maintained award level lead generation statistics among enterprise sales team.
- Raised \$8.5K for replacement vehicles following Hurricane Sandy and coordinated community celebration, donation solicitation, and public official proclamation as co-chair for the Gala to Rebuild (City).
- Initiated new fundraising events to target diverse segments of the local donor population.
- Acted as volunteer Social Media Coordinator for (Cityname) Shelter.
- Serve as liaison between businesses, local charities, and more than 1,000 members of local social organization for the (Name).
- Promoted events and engaged individuals through maintaining consistent communication with mainstream and social media channels to drive organizational goals and vision.

Continued ...

Areas of Expertise, continued ...

Project Management and Coordination

- Managed all aspects of planning and development as project manager for new implementation of M5 Networks' voice service.
- Supported product development staff to obtain and evaluate customer feedback. Created, developed, and implemented client checklist for business development and contingency planning.
- Collaborated with team to execute loss prevention of more than 50 previously dissatisfied customers. Managed over 800 customer accounts and enterprise clients.
- Oversaw daily operations, security, loss prevention, and staff management for consumer goods retailer.
- Accountable for \$1M budget, associate development, scheduling, payroll, and customer service.
- Responsible for fiscal inventory controls, problem resolution and daily reconciliations reports.

Community Development and Leadership

- Managed all aspects of project management for *Gala Journal*. Solicited donations from local businesses while concurrently assisting in silent auction. Oversaw volunteer team responsible for successful 2nd annual gala generating more than \$25K in donations.
- Spearhead \$10K annual silent auction fundraiser. Raised over \$80K at 30th anniversary gala dinner for (CityName) Shelter.
- Coordinated and oversaw multiple recurring fundraising events for (CityName) Shelter including an annual holiday party, Spare-A-Square Happy Hour, and various group volunteer nights.

WORK EXPERIENCE

Office Manager	Name, city, state	2013 – Present
Hostess	Name, city, state	2013 – Present
Special Order Coordinator	Name, city, state	2012 – 2012
Teacher	Name, city, state	2011 – Present
Receptionist	Name, city, state	2010 – 2010
Sales and Marketing Representative	Name, city, state	2009 – 2009
Account and Project Manager	Name, city, state	2007 – 2008
Account Executive	Name, city, state	2005 – 2007
Associate Manager	Name, city, state	2001 – 2005

EDUCATION

Bachelor of Arts in Human Services, (Name of) University, City, ST

ADDITIONAL INFORMATION

Technical Skills

- Microsoft Office Suite (Word, Excel, and Power Point)
- Salesforce1 Platform
- Resumix

Activities and Affiliations

- Event Planner / Fundraiser, (CityName) Volunteer Ambulance Corps, 2012 to present
- Gala Chair, (Name of Gala), 2012 to present
- Events Coordinator, (Name of Program), 2009 to present
- Event Committee Chair, (Name of City) Shelter, 2009 to present