

---

## Advertising Account Coordinator Resume

---

### Job Objective

To obtain an Advertising Account Coordinator position that will promote growth, stability and opportunity for advancement.

---

### Work Experience:

Advertising Account Coordinator, May 2004 – Present  
Kimco Staffing Services, Monsey, NY

- Coordinated with Account partners on contests and other promotional events.
- Assisted Field Representative in processing internal paperwork.
- Advised, consulted and assisted clients with site selection.
- Coordinated in negotiating group contracts with client.
- Coordinated and represented brand promotion.
- Participated in the extraordinary benefits and opportunities of a global organization.

Advertising Account Coordinator, March 2002 – April 2004  
Ascent Media, Monsey, NY

- Ensured fulfillment of on-line advertising campaigns.
  - Created and edited marketing copy of the project.
  - Optimized the effectiveness of and edited advertising copy.
  - Assisted in advertising proposals with sales team.
  - Coordinated with operations to deliver and execute campaigns.
- 

### Summary of Qualifications:

- Outstanding experience in Advertising, Marketing, and Sales Support
  - Good knowledge of accounting services and media production
  - Good understanding of broad based advertising business principals
  - Proficient with Internet Explorer, Excel, Word, PowerPoint and Outlook
  - Excellent organizational and analytical skills
  - Outstanding ability to analyze, optimize and strategize performance marketing campaigns
  - Outstanding ability to deal with multiple tasks effectively
  - Remarkable ability to communicate, both written and verbal, with people at all levels of an organization
- 

### Education:

Associate Degree in Administration, Marywood University, Pennsylvania, PA

---

[Build your Resume Now](#)