
Advertising Coordinator Resume

Job Objective

Seeking a position as Advertising Coordinator in highly reputed and professional organization.

Highlights of Qualifications:

- Remarkable marketing, advertising and copywriting experience
 - Ability to present all advertising products to customers and demonstrate
 - Ability to assimilate info and draw reasonable conclusions
 - Ability to prepare presentation information for the sales team using campaign metrics
 - In-depth knowledge of print and digital publishing and media industry
 - Willingness to learn new media platforms and products
 - Excellent organizational, interpersonal, written, and verbal communication
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Professional Experience:

Advertising Coordinator
Premier Staffing Services, Miami, FL
August 2005 – Present

Responsibilities:

- Managed multi-faceted projects and assisted Account Director.
- Managed client budgets and generated client reports.
- Coordinated with the clients.
- Formulated written documentation and managed Ad placement activity.
- Corresponded with internal resources.

Advertising Coordinator
TMP Worldwide, Miami, FL
May 2000 – July 2005

Responsibilities:

- Managed space advertising orders.
 - Handled publication print and production materials.
 - Administered ad placement, material and positions.
 - Coordinated with advertisers, agencies and appropriate sales staff.
 - Formulated MSG driven reports for management.
 - Maintained database for online advertising.
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Education:

Bachelor's Degree in Advertising
Hiwassee College, Madisonville, TN

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