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## Marketing Administrator Resume

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### Job Objective

Seeking a position as a Marketing Administrator where my skills will continue to grow and develop so I can enhance my training in the field.

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### Highlights of Qualifications:

- Remarkable experience in a Marketing department
  - Huge knowledge of shopping online browsing internet
  - Deep knowledge of law firm environment and MS Office
  - Familiarity with Internet Technologies and website marketing
  - Amazing ability to manage in a team
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### Professional Experience:

#### Marketing Administrator

Focus Products Group, LLC, Rochelle Park, NJ  
November 2007 – Present

- Managed monthly marketing and advertising expenses.
- Coordinated with Vice President of Marketing.
- Aided interdepartmental communication and assisted marketing directors and managers.
- Corresponded about billing and reporting requirements to vendors.
- Maintained department records and meeting documentation.
- Guided Executive Team with ad hoc requests.

#### Marketing Administrator

Angel Commercial, LLC, Rochelle Park, NJ  
December 2003 – October 2007

- Formulated promotional resource material.
  - Established new market plans.
  - Administered internal and external company events.
  - Supervised new product launches.
  - Established content and idea for sales material.
  - Formulated marketing reports and coordinated with graphic designer.
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### Education:

Bachelor's Degree in Marketing  
Lafayette College, Easton, PA

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