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## Media Coordinator Resume

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### Job Objective

Seeking a Media Coordinator position in a reputable company that permits me to utilize my skills and knowledge.

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### Highlights of Qualifications:

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- Substantial experience in television and web production
  - Wide knowledge of web project management
  - Conceptual knowledge of campaign planning and social media resources
  - Thorough understanding of social management platforms such as Mention
  - Sound ability to analyze business requirements and documentation
  - Extreme ability to understand budget management and browser testing tools
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### Professional Experience:

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Media Coordinator  
Ivie & Associates, Philadelphia, PA  
August 2012 – Present

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### Responsibilities:

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- Conducted budget forecasting for planning expenses.
- Assisted in contract processing and managed vendor contracts.
- Formulated business requirements and participated in UAT testing.
- Supported web content such as asset review and publication.
- Implemented business requirements to execute digital marketing projects.
- Generated project progress reports and prepared project plans.

Media Coordinator  
Heritage of Pride, Inc., Philadelphia, PA  
May 2009 – July 2012

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### Responsibilities:

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- Designed and developed social media strategies as per customer needs.
  - Conducted data analysis and participated in agency planning sessions.
  - Managed user engagements to support social channels.
  - Evaluated archival for all production assets and documentation.
  - Conducted research of post production technologies.
  - Assisted in social campaigns management such as conception and production.
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### Education:

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Master's Degree in Public Relations  
Southwestern Michigan College, Dowagiac, MI

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