
Sales And Marketing Administrator Resume

Job Objective

Looking for work as a Sales And Marketing Administrator in order to exercise my experience in the industry for your organization.

Highlights of Qualifications:

- Remarkable experience in marketing and sales
 - Huge knowledge of Windows-based applications
 - Deep knowledge of web development and content management systems
 - Amazing ability to manage under pressure
 - Outstanding ability to manage with all levels of management
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Professional Experience:

Sales And Marketing Administrator
Dynamex, Bridgeview, IL
November 2007 – Present

- Managed scrutinizing of new market opportunities.
- Outlined unmet needs and market structure.
- Assisted marketing, sales and technical groups.
- Formulated documents and executed clerical duties.
- Updated hard copy and electronic filing systems.
- Corresponded meetings and conferences.

Sales And Marketing Administrator
Ryland, Bridgeview, IL
December 2003 – October 2007

- Imparted administrative support to VP of Sales & Marketing.
 - Aided community signage and internet based marketing.
 - Corresponded with external media vendors.
 - Managed community openings and collected competitor market data.
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Education:

Bachelor's Degree in Marketing
Peace College, Raleigh, NC

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