



Denver, CO



(555) 666-7777



email@example.com



LinkedIn | Portfolio

KEY SKILLS

- Asana and Jira
- Campaign timeline management
- Creative asset trafficking
- Cross-team coordination
- Internal reviews and QA
- Project reporting
- Resource scheduling
- Status documentation

CERTIFICATIONS

- Certified ScrumMaster (CSM) ,
Scrum Alliance, May 2023

Pat Thomas

Corporate Marketing Specialist

Marketing project coordinator with five years of experience managing deadlines, asset delivery, and stakeholder updates across multi-channel campaigns. Highly organized with a background in creative resourcing, timeline management, and campaign QA.

PROFESSIONAL EXPERIENCE

MARKETING PROJECT COORDINATOR

ZENMOTION GROUP | MARCH 2020 – PRESENT

- Coordinated campaign timelines for 15+ product launches annually, achieving 95% on-time delivery across creative and digital assets
- Managed requests through project management tools and ensured team adherence to brand guidelines and compliance standards
- Scheduled QA checks and stakeholder reviews, reducing campaign error rates by 35% year over year

CREATIVE PROJECT ASSISTANT

BEACON & FLINT | MAY 2017 – FEBRUARY 2020

- Assisted with resourcing and scheduling for print and web projects with up to five concurrent agency clients
- Monitored project milestones in Asana and Jira, flagging potential blockers in weekly status meetings
- Tracked asset revisions and delivery for campaigns across email, display, and social channels

EDUCATION

Bachelor of Arts in Marketing Management

University of Colorado, Denver, CO | May 2017