

Jordan Miller

Entry-Level Marketing Coordinator

Chicago, IL | (555) 345-7890 | email@example.com | LinkedIn | Portfolio

Profile

Marketing coordinator with one year of internship and university marketing experience supporting digital promotions and in-person events. Skilled in social media content planning, email tools, and campaign reporting. Demonstrated ability to boost engagement and turnout through creative outreach and consistent brand messaging.

Key Skills

- Canva
- Campaign coordination
- Copywriting
- Event promotion
- Facebook Business Suite
- Google Analytics (basic)
- Reporting tools
- Social media scheduling

Professional Experience

Marketing Intern | Beacon Strategies Group

June 2023 – Present

- Scheduled and published content across Facebook, Instagram, and LinkedIn, increasing follower engagement by 20% over three months
- Created branded graphics using Canva and tracked weekly insights using Buffer to inform future content strategy
- Drafted email campaigns and internal newsletters, maintaining a 30% open rate for client-facing updates

Communications Assistant | DePaul University Student Services

January 2022 – May 2023

- Coordinated outreach campaigns for student events, increasing RSVPs by 35% through targeted emails and social promotions
- Wrote copy for flyers, email blasts, and social channels, maintaining alignment with university branding guidelines
- Organized logistics and materials for campus orientation and club fairs, helping host events with over 1,000 attendees

Education

Bachelor of Science in Marketing

May 2023

DePaul University, Chicago, IL

Certifications

- Google Fundamentals of Digital Marketing , Google , July 2023