

Gary Mitchell

Marketing Coordinator

Recent marketing graduate with internship experience supporting social, email, and event work for a regional nonprofit and a campus startup accelerator. Comfortable in Canva, Mailchimp, and basic GA4 reporting. Looking for a coordinator role on a small team where I can own real channels.

CONTACT INFORMATION



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Columbus, OH 12345

EDUCATION

B.S., Marketing, The Ohio State University, 2025

Google Analytics 4 Certification, 2024

KEY SKILLS

- Mailchimp
- Canva
- Instagram & TikTok scheduling
- GA4 (basic)
- Google Workspace
- WordPress (editor)
- Copywriting
- Event check-in & volunteer coordination
- A/B testing basics

PROFESSIONAL EXPERIENCE

MARKETING INTERN | HARVEST TABLE FOOD BANK, COLUMBUS, OH
2024 – 2025

- Drafted and scheduled three Instagram posts per week, growing the page from 4,100 to 6,300 followers over an eight-month internship.
- Built monthly donor email in Mailchimp; A/B tested subject lines and reported results in a one-page recap each cycle.
- Helped staff the annual gala for 480 guests, managing the check-in table and a team of six student volunteers.
- Updated the WordPress events page and kept the press contact list current in Google Sheets.

COMMUNICATIONS ASSISTANT (PART-TIME) | BUCKEYE STARTUP STUDIO, COLUMBUS, OH
2023 – 2024

- Wrote weekly newsletter sent to ~1,200 student founders and mentors, working from interview notes and program updates.
- Designed event flyers and slide templates in Canva for pitch nights and demo days.
- Tracked event RSVPs and sent reminder emails, hitting roughly 70% show-up rate across the year.