

# Tim Spell

Project Coordinator

## CONTACT

801-623-0431

tim-spell@email.com

United States, Los Angeles, 2160 Hillcrest Lane Riverside

## EDUCATION

2012 - 2016

### Bachelor of Arts in Marketing

Metropolitan University, San Francisco, CA

GPA 3.4

## LANGUAGES

- Spanish (Proficient)
- Chinese (Basic)

## PROFESSIONAL SUMMARY

Dynamic Marketing Project Coordinator with 3 years of experience driving successful campaigns. Skilled in cross-functional collaboration and data-driven decision-making. Proven expertise in overseeing project life cycles, ensuring efficiency and excellence. Committed to achieving project objectives and surpassing organizational goals.

## EXPERIENCE

### Marketing Project Coordinator

2020 - Now

#### Tech Innovators Inc., San Francisco, CA

- Lead coordination of 10+ marketing projects annually, resulting in a 20% increase in campaign effectiveness.
- Conduct in-depth market research using tools such as SEMrush and Google Analytics to identify target audience preferences and trends.
- Implemented project management software (e.g., Asana) to streamline project workflows and improve team collaboration.

### Marketing Assistant

2016 - 2019

#### Dynamic Solutions LLC, Los Angeles, CA

- Contributed to the development of 15+ marketing campaigns, resulting in a 25% increase in lead generation.
- Utilized Adobe Creative Suite to create engaging marketing collateral, leading to a 30% improvement in brand visibility.
- Managed CRM system (e.g., HubSpot) to track customer interactions and measure campaign ROI.

## SKILLS

Project Management	★★★★★
Resource Allocation	★★★★★
Documentation and Reporting	★★★★★
Analytical Thinking	★★★★★
Negotiation Skills	★★★★★
Problem-solving	★★★★★

## COURSES

### Google Analytics Certification

2020

Google