**Marketing Product Coordinator**

ROBERT SMITH

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# Objective

8 years of experience as a Product Coordinator. Responsible for the coordination and implementation of grain products and equipment. Achieving planned service deliveries and reduction in asset base.

# Skills

Graphic Design, Product Design, Administrative.

# Work Experience

## Marketing Product Coordinator

**ABC Corporation** ­ July 2006 – September 2009

* Assisted in the development of infant hosiery, footwear and travel accessories for major brands.
* Designed CAD sheets to initiate sample process for international factories via Illustrator and Photoshop.
* Provided comments through all stages of product lifecycle via telephone and Outlook.
* Helped resource less expensive materials or design elements to reduce company cost.
* Developed, organized and maintained product development sheets in AS400.
* Followed customer­specific approval process for the product, product testing, and package design ensuring brand integrity.
* Communicated with domestic vendors regarding package development, die­line, color matching, copy accuracy as well as assist with model selection.

## Product Coordinator

**ABC Corporation** ­ 2001 – 2006

* Answer customers questions about merchandise and advise customers on merchandise selection.
* Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
* Receive, open, unpack and issue sales floor merchandise.
* Clean display cases, shelves, and aisles.
* Compare merchandise invoices to items actually received to ensure that shipments are correct.
* Stamp, attach, or change price tags on merchandise, referring to the price list.
* Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.

# Education

A.A.S in Management Specialist ­ (Lewis and Clark Community College)