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Mary Smith
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Stockbridge, GA 30281

OBJECTIVE

Position in Marketing / Advertising

PROFESSIONAL EXPERIENCE

MARKETING AND ADVERTISING

- Implemented marketing and advertising strategies and initiatives including print and electronic
- Produced statistical and demographic analysis reports using Excel and registration database
- Developed marketing for brochure design and content

EVENT PLANNING

- Supervised facility set-ups, maintenance, janitorial and food service coordination
- Managed conference center serving 200 customers per year
- Reviewed and approved conference center contracts and food service billing
- Developed and implemented non credit programs and conferences

MANAGEMENT

- Served as liaison with Department of Administrative Services for state printing contracts
- Managed and prepared departmental budgets using Microsoft Excel
- Hired and trained staff
- Handled budget, purchasing, human resources and general operating procedures
- Managed daily operations of 52,000 seat stadium and 500 operations and security employees
- Handled contracts for janitorial service, telecommunications, and emergency management
- Acted as liaison with Police Department, City Authority, and professional sports organization
- Handled maintenance and facility management of Atlanta Fulton County Stadium

SKILLS

Microsoft Products: Excel, Word, PowerPoint, Access, Outlook and FrontPage

Adobe Products: PageMaker, Acrobat Reader and Distiller

Specialized Software: ACEware, Banner, PC Charge, BusinessWise

EDUCATION

Clayton State University	Morrow, GA
<i>Bachelor of Science in Psychology and Human Services</i>	2009

EMPLOYMENT HISTORY

Clayton State University	Americus, GA
<i>Manager, Marketing, Operations and Conference Service</i>	2005-2009
<i>Administrative Assistant</i>	2004-2005
<i>Clerk</i>	2003-2004

Atlanta National League Baseball Club, Inc.	Atlanta, GA
<i>Director of Stadium Operations and Security</i>	2000-2003
<i>Assistant Director of Operations</i>	1997-2000
<i>Administrative Assistant</i>	1996
<i>Corporate Security Officer</i>	1994-1996
<i>Seasonal Ticket Office Clerk</i>	1994