



Ethan Lee

Digital Marketing Coordinator

Detail-oriented digital marketing coordinator with expertise in project management

Organized digital marketing coordinator with eight years of experience managing marketing schedules, coordinating campaigns, and supporting creative teams. Known for ensuring the timely delivery of impactful campaigns across multiple channels.

Location

Boston, MA

Phone

(789) 123-4567

Email

email@example.com

Website

LinkedIn

Education

Boston University | Boston, MA

Bachelor of Arts in Business
Communication

Key Skills

- Campaign coordination
- Marketing project management
- Social media scheduling

Professional Experience

Digital Marketing Coordinator | BlueWave Marketing | June 2019 to present

- Coordinate cross-functional teams to execute over 50 multi-channel marketing campaigns annually
- Maintained project timelines, ensuring 95% of campaigns launched on schedule
- Optimized task management workflows, reducing turnaround times by 15%

Marketing Assistant | Rapid Growth Agency | January 2017 to May 2019

- Supported the development of social media content, increasing Twitter platform engagement by 25%
- Prepared performance reports for senior managers, offering actionable insights
- Monitored digital ad performance and suggested optimizations to reduce costs by 10%

Certifications

- Asana Certified Pro | Asana | February 2022