

# Emily Williams

Digital Marketing Project Manager

+1-202-555-0196  
example@wozber.com  
www.wozber.com  
Washington, DC

## EXPERIENCE

### Project Manager

Prospect Solutions

01/2015 - Present

- Generated, produced and maintained 42 end-to-end marketing and PR projects of which three became viral stunts. Completed all the projects within an approved budget, timescale, and expected quality.
- Managed, lead and coordinated various teams of up to 70 people to perform marketing programs. This included collaboration both with internal and external teams.
- Solved internal financial business challenges by reducing projects' costs by 25% while employing young, but talented, external freelancers without negatively affecting the overall quality of the project.
- Created, organized and implemented the company's employee training program with the help of up-to-date educational book reading practices, which improved the ideas of the professional team members and workflow.

### Assistant Manager

Prospect Solutions

09/2013 - 12/2014

- Assisted three project managers in performing multiple internal marketing functions such as doing keyword and content analysis for a client's digital media advertisements.
- Monitored, documented and prepared weekly expense and performance status reports.
- Directly administrated seven marketing and PR campaigns in my first year.

## EDUCATION

### Business Administration

Yale University

2013

Bachelor of Science

## SKILLS

MS Office 2016	Expert
Adobe InDesign	Advanced
Photoshop	Advanced
Keynote	Intermediate
Scrum	Intermediate
Kanban	Expert
SEO	Advanced
SEA	Advanced
Social Media	Expert
HTML	Beginner
CSS	Beginner
JavaScript	Beginner

## LANGUAGES

English	Native
Spanish	Intermediate
French	Basic

## CERTIFICATES

### Google AdWords Search Advanced

03/2014 - Present