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Open

Date: 01/01/2000

Managers Name

Title

Company

Dear

Please accept this letter as my formal notice of resignation from XYZ Company, effective (2 weeks from the date above). It has been a pleasure working with XYZ Company and the knowledge I have gained throughout the years has been invaluable. This is an irrevocable decision that I have made based on the needs of my family and for my own reasons of professional growth.

In the next two weeks, I will work diligently to tie up any loose ends that may still be outstanding.

Sincere thanks and best wishes for continued success.

Sincerely,

John Smith



Robert Smith

Marketing Operations Manager/Co-ordina

PERSONAL STATEMENT

Consistent performer with 25 years of diverse experience in administration, customer service, financial analysis and lean process thinking. Extensive experience with marketing expense, media buying, direct-mail marketing.

WORK EXPERIENCE

Marketing Operations Manager/Co-ordinator Deluxe Corp - Direct Checks Unlimited - October 2014 - 2019

Responsibilities:

- Manage circulation and component plans; responsible for the accuracy, timeliness, and completeness of the same.
- Responsible for the monthly, quarterly and annual expense reconciliation to marketing deferral model and general ledger.
- Manage the production, delivery, and mailing of all print programs for acquisition and retention advertising materials.
- Maintain and develop strong outside vendor relationships crucial to business operations.
- Supervise mid-year and annual print expense accrual processes; ensure accuracy, timeliness, and completeness of the same.
- Responsible for tracking and reporting of package insert program status to outside vendors.
- Manage Operations Specialist and Operations Associate; delegate workload and ensure accuracy of work product and that required deadlines are met.

Marketing Operations Manager

ABC Corporation - 2011 - 2014

Responsibilities:

- Responsible for sales and marketing databases - creating organized structure/data scheme, defining usage of standard fields, addition of custom fields as needed, add/delete users, assignment of records, setup of campaign tracking and create reports and dashboards, etc.
- Currently utilizing Salesforce.com and Marketo.
- Import/export data associated with marketing programs and list/media vendors.
- Routinely cleanse database - standardization, removal of duplicate records and scrub/complete partial lists.
- Create marketing emails/landing pages in marketing automation solution to support and track marketing initiatives.
- Setup and manage metrics and reporting of sales/marketing initiatives on multiple levels.
- Assist marketing team with tracking of SEO and website metrics.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Strong Organizational Skills And Detail Oriented, Proficient.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

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