

# Maureen Jann

Marketing Project Manager

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## OBJECTIVES

To assist visionary companies in achieving their web based marketing goals.

## EXPERIENCE

Marketing Project Manager | Media Partners Corporation

January 2006 - January 2009

Created, managed, and monitors email marketing, paid search engine marketing and search engine optimization which has helped increase overall ROI by 30%. Managed and coordinated vendors on seven major product releases. Managed major overhaul of main website and lead the launch of three smaller scale sites. Set up organization-wide project management and ticketing software and internal wiki to coordinate all departments. Oversaw one team member. Revised homegrown administrative back-end to be more efficient for all users. Coordinated office events (aka. Office "Fun-asaurus").

Administrative Assistant / Project Coordinator | Aon Consulting

April 2002 - December 2005

Designed and coordinated a database driven application to aid in large scale event planning. Developed a systematic electronic filing system to coordinate thousands of documents. Redesigned all marketing collateral for distribution to the state's school districts. Answered service calls, acted as an office social coordinator.

Administrative Assistant | Manpower Professional (Texas Instruments, etc.)

February 2000 - March 2002

Event coordination and planning for large scale tradeshows such as Comdex. Designed tradeshow materials and internal websites. Restructured electronic filing systems, answered phones, meeting preparation.

## OTHER EXPERIENCE

Freelance Design | iHeartDesign (previously Kawsmicke Design)

February 2000 - Present

Design and develop websites for small to medium sized business. Coordinate developers for database driven designs. Design corporate identities. Design print materials and coordinate vendors for printing.

Teaching Assistant | San Jose State University

January 2000 – May 2000

Developed semester curriculum for Digital Media/Art History fusion class. Created appropriate courseware and gave frequent technical lectures. Designed a portal site to highlight satellite projects by students.

## EDUCATION

San Jose State University

January 2003

Bachelors in Art with a Concentration on Digital Media

## SKILLS

- Leadership
- General design including the Adobe Design Suite CS3 (Photoshop, Illustrator, InDesign, Acrobat)
- Implement systems to ensure project efficiency
- General office skills including Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Publisher)

## WORKSHOPS

PPC Summit San Francisco | Alteract Marketing

May 2008

CSS for Beginners | Evolve

August 2007

Adwords Seminars for Success | LocalLaunch!

February 2007