

JESALYN RUPNICK

Account Coordinator

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(300) 434-8104

2532 Carson St, Edmond, OK 73034



PROFILE

I have over 1 year of experience as an Account Coordinator. I am responsible for managing client accounts, coordinating with internal and external teams, and ensuring that projects are completed on time and within budget. I have excellent communication and organizational skills, which allows me to effectively manage multiple projects simultaneously. I am a motivated self-starter who takes initiative to get the job done efficiently and accurately.

LINKS

[linkedin.com/in/jesalynrupnick](https://www.linkedin.com/in/jesalynrupnick)

SKILLS

Communication



Organization



Time Management



Customer Service



Sales



Marketing



Social Media



LANGUAGES

English



Dutch



EMPLOYMENT HISTORY

Account Coordinator at American Income Life, OK

Mar 2022 - Present

- Successfully managed and coordinated 15 client accounts with a team of 5 account managers.
- Created efficient systems and processes for tracking progress and deadlines on projects.
- Communicated effectively with clients to maintain positive relationships and address concerns in a timely manner.
- Streamlined communication between the sales, design, and production teams to ensure smooth project execution.
- Successfully completed all assigned tasks within budget and ahead of schedule.

Associate Account Coordinator at Avis Budget Group, OK

Aug 2021 - Feb 2022

- Wrote and distributed weekly newsletters to clients, which resulted in a 10% increase in web traffic.
- Created social media campaigns that increased followers by 15%.
- Researched and wrote blog posts that were shared an average of 500 times per month.
- Assisted with the development of marketing collateral, resulting in a 20% increase in sales.
- Provided customer service support, leading to a satisfaction rating of 95%.

EDUCATION

High School Diploma at Putnam City High School, Oklahoma City, OK

Sep 2017 - May 2021

I've learned how to write essays, how to do math, and how to read and write in English.

CERTIFICATES

Certified Public Accountant (CPA)

Mar 2021

Certified Management Accountant (CMA)

Dec 2019

MEMBERSHIPS

American Association of Advertising Agencies (4A's)

American Marketing Association (AMA)