



TIFFANY PLUNK

Marketing Manager

I am a hardworking and driven individual who is passionate about excelling and succeeding in a digital world.

I have worked in very fast paced and high priority job roles diligently. I am able to follow oral and written instructions, well-disciplined, strong verbal communication skills, and excellent time management. I have fast critical thinking skills and extreme attention to detail.

CONTACT

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☎ 936-577-2002

📍 9301 County Ln Rd

SKILLS

- META Certified
- Copywriting
- Analytics
- Social Media Management
- Database & Analytics Technology
- Social Media Marketing
- ROI Calculations
- Campaign Management
- SEO
- Marketing Strategy
- Branding
- Website & Landing Pages
- Webinars
- Graphic Design

REFERENCE

Christine Tadlock
Coworker
936-718-0485

EXPERIENCE

ASSISTANT COMMUNITY MANAGER

WESTWOOD PROPERTY MANAGEMENT *NOVEMBER 2014 - OCTOBER 2016*

- Managing advertisement; seasonal discounts, flyers, social media posts.
- Generated delinquency reports for administrative use; produced corporate end of month reports.
- Received and processed payments from residents.
- Conducted meetings with residents to further ensure a delightful housing experience; planned and executed resident events.
- Supported with diverse managerial duties in absence of Manager.

ACCOUNT MANAGER

HYDROSWAG INTL. & SPECIALTY TOOL LLC *JULY 2017 - AUGUST 2018*

- Provided exemplary customer service and communication to customers (Exxon).
- Handled diverse bookkeeping and accounting duties.
- Monitored certifications/trainings, ensured currency with each employee for upcoming project.
- Acted as liaison between customers, employees, and suppliers
- Assisted Owner and PMs; ensured all remained on schedule and quality of service/product surpassed expectations.

BUSINESS DEVELOPMENT / PROJECT MANAGER

FASTENAL, USLED *APRIL 2018 - AUGUST 2019*

- Created and implemented strategies to develop and expand existing customer sales.
- Collaborated with members of other departments to complete sales transactions
- Utilized strong time management skills to plan and organize routes and customer calls to maximize efficiencies and time in field.
- Executed project planning with customer to identify existing/future needs including weekly follow-up to oversee customer had everything needed to finish project timely and on budget.
- Find and attend conferences that will continue to educate my team and build our client base.
- Planning and overseeing large company projects.

BUSINESS DEVELOPMENT / PROJECT MANAGER

NATIONAL SIGNS *AUGUST 2019 - FEBRUARY 2020*

- Generated new lead sources by discovering untapped marketing ideas.
- Build and manage my team of inside sales and customer service reps to help us better serve our client
- Lead trainings on products, services and possible hindrances such as city codes.
- Project planning and overseeing projects from start to finish including; Purchase Orders, Scope of Work and installation for optimum customer satisfaction

CONSTRUCTIONS MANAGER,

BEAZER HOMES *2021-2023*

- Strategically planned and scheduled all homes for communities under construction
- Supervised and scheduled all trades and vendors
- Managed multiple job sites at once
- Financial management by efficiently running Warranty, Payroll, BuildPro, and Brix
- Managed walk-throughs and communicated with home buyers on concerns/questions
- Follow all local guidelines and regulations

Hello Hiring Manager,

Thank you for the opportunity to introduce myself. As a focused and motivated individual, I believe I can fulfill a resourceful role in your company and support the goals you have put into place.

Being extremely familiar with the qualifications for this role, I am confident the requirements and my skillsets are well aligned for a successful future together. I bring strong leadership aspirations and key strengths in management, critical thinking and field knowledge experience.

Focused on continuous growth and progress, I go above and beyond to meet goals and ensure timely task completion. I am accustomed to leading teams with empowering and decisive task delegation and precision. Excelling in collaborative situations, I bring structure and focus to streamline tasks. I thrive in dynamic environments and am driven by superior results.

I will bring a resourceful approach and a keen eye to ensure that projects adhere to all specifications and coding regulations. I have researched and seen a great deal about your standard and mission-driven success. The privilege to have the opportunity to work with your company would be exceptionally gratifying.

Given the opportunity, I am eager to prove my worth and dedication to your company. If you would like any additional information, please feel free to contact me. Thank you for the consideration.

Sincerely,

Tiffany Plunk