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| Lindsey Coker870.273.6878938 E. Craighead Forest Rd. Apt. 103 Jonesboro, Arkansas 72404 Lindsey.coker@smail.astate.edu |  |

Objectives

To obtain a career in the marketing environment and to bring my knowledge and skills to a company that will utilize them.

Education

August 2008- Present | Seeking Bachelor of Science in Marketing, Arkansas State University

* Emphasis in Management and Sales
* Expected Graduation date: August 2012

Work Experience

**February 2012 – Present**

**Executive Director’s Assistant**

Healthcare Medical Group (HMG)

* Help plan events such as the Health & Fitness Expo, Doc Rock & Run, Walk With a Doc, and others.
* Help design brochures, flyers, and advertisements for magazines and newspapers.
* Help direct patients to the appropriate clinic and doctor.
* Administrator for HMG Facebook pages such as HMG Health & Fitness Expo and HMG Walk With A Doc.
* Help design new HMG website, due to launch this June
* Responsible for administering and updating current HMG website
* Helped designed anatomical body for new HMG website

Work Experience

**January 2010 – April 2012**

**Delivery Specialist/Monthly Cycle Counter**

O’Reilly Auto Parts – Stadium Blvd

* Deliver auto parts to various customers
* Pick up incoming freight
* Check in and count inventory

Work Experience

July 2009 – January 2010

Secretary

Shining Star Academy – Southwest Drive

* Making sure kids have everything they need
* Keeping up with customer accounts
* Kept various areas clean

**References: Christina Ryan, Executive Director at Healthcare Medical Group. 870-530-3965**

**Dr. Sandra Bevill, Business Communications Professor at Arkansas State University. 870-972-3960**

**Dr. Gail Hudson, Marketing Research Professor and Advisor at Arkansas State University. 870-972-3430**