

Emilia Stevenson

Marketing Specialist

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📍 Norman, OK 73069

STRENGTHS

☰ Project tracking

A shared tracker kept promotion deadlines visible. Approaching deliverables became easier for teammates to review and act on.

♥ Business writing

Proofreading website copy and releases caught small errors early. Clean language gave managers confidence before publication.

📅 Event coordination

During seasonal event preparation, collateral quantities and delivery records stayed organized. Operations partners had clearer information at hand.

➦ Billing records

Purchase references and invoice details were organized in spreadsheets. That structure made review smoother before Accounts Payable submission.

👥 Team support

Peers relied on clear follow up during campaign work. Positive coordination helped keep shared materials moving through review.

SKILLS

Marketing coordination Promotions

Event support Direct mail

Sponsorships Advertising

Publicity Business writing

Proofreading Website content

Mobile app content

Project tracking Purchase orders

Invoice coding Budget tracking

LANGUAGES

English

Native

SUMMARY

Early career **marketing specialist** with a semester long hospitality internship and an Associate of Applied Science in Marketing. Supported promotions, events, advertising collateral, **direct mail** concepts, sponsorship reviews, publicity materials, and **multi channel communications**. Maintained project trackers, reviewed website and mobile content, proofread **business documents**, and coordinated collateral distribution with operations teams. Prepared purchase requisition details, purchase order references, invoice coding records, and complex billing spreadsheets for marketing administration. Academic campaigns added practice with revenue oriented promotion planning, event logistics, sponsorship evaluation, budget tracking, and vendor documentation. Strong grammar, punctuation, recordkeeping, and teamwork support dependable execution across changing schedules. Holds a valid Oklahoma driver's license and brings practical experience for organized marketing operations, event support, and customer facing communications.

EDUCATION

Associate of Applied Science in Marketing

Oklahoma City Community College 🎓 GPA: 0 📅 2026 📍 Oklahoma City, OK

Coursework: Marketing communications, promotional planning, event coordination, business writing, spreadsheet applications

TECHNICAL SKILLS

- **Marketing Channels:** Website content, mobile app content, email marketing
- **Promotional Materials:** Direct mail, onsite collateral, signage
- **Event Marketing:** Grand openings, ribbon cuttings, sponsorship events
- **Writing and Editing:** Business writing, proofreading, punctuation
- **Project Coordination:** Project trackers, schedules, deliverables
- **Purchasing Records:** Purchase requisitions, purchase orders, vendor references
- **Billing Administration:** Invoice coding, Accounts Payable, billing spreadsheets
- **Spreadsheet Tools:** Microsoft Excel, budget tracking, variance notes
- **Opportunity Review:** Donation requests, advertising opportunities, sponsorship evaluation
- **Campaign Planning:** Promotional planning, revenue objectives, content calendars
- **Publicity Materials:** Press releases, process documents, marketing communications
- **Distribution Operations:** Collateral quantities, material distribution, delivery records

EXPERIENCE

Marketing Intern

Prairie Light Hospitality 📅 January 2026 - May 2026 📍 Norman, OK

Supported hospitality marketing operations across promotions, event communications, public facing materials, vendor records, billing preparation, and campaign administration. Worked with operations staff and managers to track deliverables, review requests, and keep approved information consistent across channels.

- Tracked concurrent **promotions** and event **deliverables**, flagging deadlines before approved materials reached internal stakeholders.
- Proofread website updates, email copy, printed collateral, and signage for accurate grammar, punctuation, and messaging.
- Prepared purchase requisition details and purchase order references for vendor billing records and invoice submission.
- Maintained complex **billing spreadsheets**, assigning account codes before **Accounts Payable** review and reconciliation.
- Coordinated collateral quantities and distribution with operations staff for seasonal promotions and community events.
- Summarized **donation requests** and local **advertising opportunities** with audience, timing, cost, and promotional relevance.

MY CAREER



● Marketing Intern at Prairie
Light Hospitality (4 Months)

PROJECTS

Integrated Marketing Campaign Project 📅 2025

Created a simulated entertainment venue campaign connecting direct mail, digital messaging, website content, mobile communications, signage, sponsorship activation, event planning, project schedules, budgets, vendor estimates, purchase order fields, invoice status, and revenue objectives. Presented recommendations after reviewing sample donation and advertising opportunities.

Event Promotion and Sponsorship Capstone 📅 2025

Planned a mock grand opening campaign for a hospitality concept with invitations, signage, digital announcements, event schedules, partner deliverables, approval checkpoints, billing exercises, account codes, purchase order references, and budget reconciliation. Presented practical recommendations for stronger event reach and cross team coordination.

LEADERSHIP & AWARDS

- Dean's Honor Roll, 2025
- Marketing Program Capstone Recognition, 2026
- Campaign Coordinator recognition, Student Marketing Project Team, 2025

CERTIFICATIONS

- Google Digital Marketing and E commerce Certificate 📅 2026
- Microsoft Learn Excel for Business Fundamentals 📅 2025
- Valid Oklahoma Driver's License 📅 2026

PROFESSIONAL AFFILIATIONS

- Student Marketing Project Team, Campaign Coordinator, 2025 to 2026
- Campus Events Volunteer, 2025 to 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST