

Jeremy Sparrow

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SUMMARY OF QUALIFICATIONS

- ◆ 10+ years' experience customer service, marketing and sales.
- ◆ Experienced in MS Word and Excel, and Adobe Photoshop and Dreamweaver.

PROFESSIONAL EXPERIENCE

June 2013 to present **Mercer Island Community & Events Center** **P/T Sales Representative**

- ◆ Rent corporate event rooms for corporate and private events.
- ◆ Sell memberships for various classes and programs at the Community Center.

May 2009 to April 2013 **Our365 Portraits** **P/T Marketing Coordinator**

The nation's leading provider of in-home children's photography. Job duties included:

- ◆ Coordinating communication campaigns for employees and customers.
- ◆ Liaising with company's major sources of leads to ensure continuing relationships.
- ◆ Creating, writing and designing marketing materials that support national sales team.
- ◆ Updating content on website, social media sites and intranet, and tracking site metrics.

Jan 2008 to April 2009 **The Harbor Club** **P/T Marketing Coordinator**

A business club and meeting venue with locations in Seattle & Bellevue. Job duties included:

- ◆ Promoting club events with website content, point-of-sale material, newsletters and email.

2007 to 2008 **Freelance** **Independent Web Designer**

- ◆ Built and maintained websites for small businesses and non-profits: Bremelo Press, the Sake and Sushi Festival and the Mobile Northwest conference.

1999 to 2006 **Watermark Credit Union** **Marketing Manager**

I wrote the annual marketing plans, created marketing campaigns, oversaw website and email marketing, bought media, managed relations with agencies and vendors, and oversaw PR.

- ◆ Rebranded the organization with new corporate name and website (formerly Seattle Telco CU).
- ◆ Doubled the number of branches and grew deposits from \$280 million to \$450 million.
- ◆ Absorbed two smaller credit unions in friendly mergers.
- ◆ Launched many new programs, e.g.: mortgages, business accounts and investments.

1995 to 1999 **BECU** **Copywriter**

Duties at this non-profit credit union included:

- ◆ Managing campaigns, writing marketing materials and web content, and buying media.

ADDITIONAL EXPERIENCE

- ◆ Volunteer driver for city-run senior program on Mercer Island.
- ◆ Served with a local trade association as a board member, webmaster and event coordinator.

EDUCATION AND QUALIFICATIONS

- ◆ Degree in Marketing, University of Washington.
- ◆ Certificate in Web Design, Seattle Central Community College.