

### Project Coordinator | June 2021 – November 2021

#### Overview:

Mesh is a marketing firm that specializes in branding, advertising, and digital and web-based marketing

As a project coordinator, I supported brand managers by handling administrative tasks and ensuring projects stay on schedule, within budget, and aligned with brand standards. I also served as a communication link between the brand manager and the creative team.

Here is a brief overview of some of my job duties:

- Monitored project progress by reviewing unfinished tasks and adjusting due dates
- Ensured team members logged weekly time entries for accurate tracking
- Reviewed client budgets regularly to identify risks of overspending and flag concerns
- Drafted weekly to-do lists to guide team priorities and keep projects on track
- Took detailed notes during meetings and documented action items
- Coordinated the execution of creative campaigns for about 20 clients
- Edited contracts, scopes of work, and strategic plans to align with client goals and agency standards
- Managed timelines, budgets, and invoices for all client accounts, ensuring project alignment and fiscal responsibility
- Scheduled and prepared for 3–5 meetings per day by managing calendars across internal and external teams
- Organized client assets in digital management systems (Google Drive, Dropbox, Canto) to ensure accessibility, version control, and brand compliance

#### Clients I worked with as a project coordinator:

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|--------------------------------------|-----------------------|
| • Gardere Community Christian School | • BedMed              |
| • Marucci                            | • Milestone           |
| • North Oaks Health System           | • Brightside          |
| • Mary Bird Perkins Cancer Center    | • Goodwill            |
| • Performance Contractors Inc.       | • Juge Firm           |
| • Community Bank of Louisiana        | • Peachtree Foods     |
| • Summer Classics                    | • JW Transport        |
| • Insulations, Inc.                  | • Easy Tiger          |
| • Rock Materials                     | • Baton Rouge General |
| • Keystone Engineering               | • Milosi landscape    |