



ALYSSA MARMOLEJO

Design Coordinator



Contact	Summary
345 Spring St. Suite 103 Paso Robles, CA 93446 805-472-2400 Alyssa@jmconstruction.com	With years of experience in customer service, data entry, and office administration, I have developed strong skills in Excel, Word, and email communication. My background also includes expertise in social media networking and procurement, where I've assisted in managing vendor relationships, coordinated marketing events, and streamlined purchasing processes. I excel at multitasking, problem-solving, and delivering excellent customer service while efficiently handling data and administrative tasks. My diverse skill set allows me to contribute effectively to a wide range of operational functions.
Education & Certifications	Work Experience
HS Diploma The Interior Design Institute Certified in Interior Design	JM Construction 2/2023 - Present Project Design Coordinator/Marketing Paso Robles, CA I am a project design coordinator and social media/ marketing member at JM Construction. I work closely with our general contractor, superintendents, subcontractors, vendors, and clients to ensure smooth project execution. I assist clients in making design selections and help order materials, tracking their progress throughout the project. In my marketing role, I promote the company's services, create promotional materials, manage social media, and support business development efforts through market research and client outreach. My role combines both coordination and marketing to drive successful projects and business growth.

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