








CHELSEY HERNANDEZ



MARKETING COORDINATOR

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EDUCATION

Bachelor of Arts
Strategic Communication,
emphasis Public Relations
Minor in Marketing
Oklahoma State University
2010 - 2014

SKILLS

Adobe Suite

Microsoft Office Suite

Mac Operating System

Hootsuite

Cosential

Social Media

AP Style

Professional marketing coordinator with two years of practical experience in the Architecture, Engineering and Construction (A/E/C) industry working for GH2 Architects.

AREAS OF EXPERTISE

- Social Media Management
- Graphic Design
- Copy Writing
- Editing
- Event Planning and Coordination
- Public Relations
- Branding Standards

EXPERIENCE

MARKETING COORDINATOR

GH2 Architects, LLC | 2015 - Present | Tulsa, Okla.

50-person international, award-winning architecture and design firm with offices in Tulsa and Oklahoma City.

- Able to effectively handle multiple deadlines simultaneously in a fast paced work environment
- Responsible for all facets of marketing for the firm, including responding to requests for proposals/qualifications, graphic design, social media, event planning and coordination, public relations, interview preparation, professional project photography coordination and collaborating with all other departments and office locations
- Works to enforce consistent use of company graphic standards, including logo, typeface and template usage, and core values
- Interfaces easily with others in the office, in the industry and in the community
- Coordinates updates to the company website
- Reports to the marketing manager and supervises day-to-day tasks of the rest of the marketing department
- Receives consistently excellent feedback and reviews from all superiors

MISCELLANEOUS

Additional experience includes:

- Social Media and Account Coordinator at Category5 (2014 - 2015)
- Outreach Coordinator Intern at OneNet (2013)
- Staff Reporter at the Daily O'Collegian (2013)