

AMY HANKINS

CONTACT

317.714.8745
amyhankins22@gmail.com
linkedin.com/in/amyhankins1

EDUCATION

Indiana University, Bloomington
1989-1993
Bachelor of Arts in Telecommunications,
Minor in English

EXPERTISE

Project Management
Client Service
Writing & Editing
Event Planning
Graphic Design

PROFILE

I am an accomplished and personable professional with a keen eye for detail and a proven ability to work effectively with all levels of stakeholders to get tasks accomplished beyond expectations. I have cultivated a strong service orientation, which I apply to all that I do.

RECENT PROFESSIONAL EXPERIENCE

Marketing Manager

American Senior Communities - Indianapolis, Indiana

January 2023 to Present

Creating and executing strategic marketing and communications plans. Handling public and media relations, overseeing corporate communications and managing sponsorships and events. Led the committee for a significant employee recognition gala culminating in its smoothest execution to date.

Program Manager

Element Three | Carmel, Indiana

January 2022 - September 2022

Ensure marketing agency clients experience efficient and seamless servicing of their work. Manage projects from start to finish, facilitating collaboration and resources to create an environment for teams to deliver excellent work. Scheduling and leading status meetings and work sessions, budget monitoring and forecasting and mitigating risks.

Senior Account Coordinator

Dowlis Inspired Branding | Carmel, Indiana

July 2021 - November 2021

Ordering, inventory management and fulfillment of branded merchandise for a global enterprise client. Successfully spearheaded the fulfillment of seven microsite programs with few errors, provided reporting and assisted clients with order issues.

Marketing & Business Development Specialist

CBRE | Indianapolis, Indiana

May 2019 - July 2021

Served as CBRE Indianapolis' primary contact for the creative development of business development materials. Collaborated with broker teams, SME's and creative team on digital presentations and proposals. Drove strategy for projects, advised on format, content and design. Set project timelines ensuring on-time deliveries. Credited for expanding marketing services within the office, fostering positive relationships with brokers and playing a part in securing significant wins.

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RECENT PROFESSIONAL EXPERIENCE, CONTINUED

Independent Communications Professional | Carmel, Indiana

July 2017 - May 2019

Key projects included:

- **Nine month contract with digital creative agency eLearning Mind.** Served as project manager for clients Eli Lilly and Godiva, establishing and managing internal and external deadlines and expectations, ensuring successful execution of key plan deliverables in accordance with deadlines, budget and contract scope. Led meetings, provided status reports and day-to-day administrative tasks.
- **Graphic design** for various clients.
- **Managed several promotional products clients** in the green/turf industry.

Account Coordinator

Corporate Imaging Concepts | Carmel, Indiana

July 2016 - July 2017

Order processing and management, web store development and client assistance for several clients in the energy and healthcare sectors. Spearheaded the processing and fulfillment of large company store orders with higher efficiency and fewer errors.