
MARLO HARDY

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EDUCATION

Master of Arts: Advertising, Expected in 05/2023

University of Texas At Austin - Austin, TX

Bachelor of Science: Media and Entertainment Arts, 05/2021

University of Southern Mississippi - Hattiesburg, MS

SKILLS

- Project Estimation and Bidding
- Conflict Management
- Team Bonding
- Strong verbal and written communication skills
- Account Management
- Facebook Manager Ads

WORK HISTORY

Project Manager, 12/2022 - Current

Texas Immersive Institute – Austin, TX

- Drive team success through shared vision and recognition of quality performance
- Orchestrate projects within strict timeframes by working closely with senior leaders
- Track yearly budget of approximately 10K across five teams

Graduate Teaching Assistant, 08/2021 - Current

University Of Texas At Austin – Austin, TX

- Oversee class of up to 500 students in Psychology of Advertising
- Mentored students through office hours and one-on-one communication.
- Document attendance and completed assignments to maintain full class and student record

Project Management Intern, 06/2022 - 08/2022

R/GA – New York, NY

- Tracked project performance to analyze successful completion of short- and long-term goals.
- Assisted project managers by tracking, organizing, and analyzing project financial information.

Account Management Intern, 01/2022 - 05/2022

IPG Mediabrands – New York, NY

- Strengthened relationships with current accounts through consistent and frequent communication.
- Supported day-to-day account management for company clients.
- Assisted in 10 OOH projects promoting brand awareness

Guest Service Associate, 09/2018 - 08/2021

Target – Hattiesburg, MS

- Maintained and managed workflow of 25 employees
- Assisted and trained cashiers in sales techniques, providing excellent customer service, problem solving and daily cash balancing operations.
- Resolved issues quickly and effectively through active listening, conflict resolution and dynamic communication skills.