

MARQUIS RICHARDS

14mdkr@queensu.ca

(647) 213-6172

44 Summer Mist Court

Brampton ON, L6R 2Z1

PROFESSIONAL PROFILE

An accomplished/results-oriented professional and a Queen's University student-athlete with experience delivering quality service when working on projects and in the workforce. Strengths in communicating and executing vision, project management, marketing products brands/services and promoting excellence. Enthusiastic team player with high energy and determination. Impactful, innovative and visionary leader

SUMMARY OF QUALIFICATIONS

- **Coordination** – proven planner/organizer conducting events and activities to negotiate and promote brand campaigns using critical thinking and effective decision-making skills
- **Customer Service** – experienced representative providing excellent service at all times
- **Communication/Problem-Solver** – excellent communicator able to interact effectively with colleagues in various settings and develop strong business relationships
- **Marketing skills (digital, social media, experiential)** – creative and experienced in sales and Marketing, incorporating various methods to raise brand awareness to consumers as a Brand Ambassador
- **Event Planner** – Creative and knowledgeable in planning, event production and executing scheduled events for brands and individuals with excellent results
- **Advanced Computer skills** – extensive knowledge of Microsoft Office including Word, Excel PowerPoint,
- **Leadership/Project Management Skills** – Excellent negotiation, coaching, influencing and motivational skills
- **Organizational skills** – Detail-oriented professional using various planning tools and project management principles to effectively execute events and projects

EDUCATION/TRAINING

Bachelor of Arts, Economics
Queens University, Kingston, ON

2015 – 2020

First Aid and CPR Training St. John's Ambulance
2018

Smart Serve, Ontario Government

2017

RELATED WORK EXPERIENCE

Sales/Marketing

- Continuously supported marketing executives in organizing various projects/events
- Conducted market research and analyzed consumer data
- Liaised with community representatives for collaboration opportunities
- Handled client concerns adequately over the telephone and in person
- Inputted client/customer data in computer data-base
- Contacted potential businesses to promote company's services
- Communicated with customers to provide updates and progress reports

Event Planning/Digital Advertising

- Organized and hosted events and assisted with promotional activities
- Responsible for sourcing out various vendors and services
- Promoted brand on various social media platforms by bringing attention to their specific brand campaign, brand awareness movements, product transactions and customer interaction initiatives and increased their sales and popularity of products and services
- Responsible for undertaking daily administrative tasks to ensure the functionality and coordination of executive activities

Leadership/Project Management

- Responsible for developing, monitoring and maintaining a budget for various events
- Acted as a lead planner and defined the project scope to ensure that all projects were delivered on-time, within scope and within budget
- Met with clients to take ordering briefs and clarified specific requirements of each project
- Coordinated internal resources and third parties/vendors for the execution of projects

EMPLOYMENT HISTORY

Technical Recruiter

TEKsystems 2020-Present

Bartender

Ale House and Canteen 2016-2020

Host/Server

Milestones Bar & Grill 2019

Assistant Athletics Coordinator

Queen's University Athletics (Summer Student) 2018

General Maintenance (seasonal)

Queen's University 2017

VOLUNTEER HISTORY

Volunteer Coordinator, Autism Mentorship Program 2018-Present

Sponsorship Committee, Queen's Athletics – Gael Force Dinner 2018-2019

Community Engagement Facilitator

Queen's University, Varsity Leadership Council 2017-2019

Football Coach, Kingston Jr. Gaels Football Program 2017- 2019

Outreach Coordinator

Queen's University – Queen's Black Academic Society 2017-2018

Logistics Coordinator

Queen's University- Project Red (Heart and Stroke Foundation) 2017-2018

Facilitator/Peer Educator, Gaels Care Volunteer Program 2016-Present

ACHEIVEMENTS/ACCOMPLISHMENTS

Captain: Queen's University Football Team 2018 & 2019

Hal McCarney Award Winner: (Most Dedicated Student Athlete) 2018 & 2019

Captain: Football Team Ontario/ Football Canada 2015