

Advertising Assistant

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

Dedicated and focused clerk who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Experienced in answering a high volume of incoming calls while handling in-person inquiries from clients and colleagues.

Skills

Photoshop, Illustrator, Indesign, Photography.

Work Experience

Advertising Assistant

The Ledger Independent - October 2014 - 2020

- Filing of all special section tear sheets and tabs Scheduling of all corporate ads publishing throughout the year.
- Overseeing Google Analytics tracking and reporting for the company.
- Tracking available desktop and mobile impressions for the company website.
- Scheduling and filing large corporation insertion orders.
- Create and schedule classified advertising.
- Assist advertising customers in the absence of Sales Representatives when needed, Quoting insertion printing costs with contracting companies.
- Submit Help wanted/ Monster Job Postings when necessary.

Advertising Assistant

Delta Corporation - 2013 - 2014

- Provided clients with estimates of advertising costs Assisted advertising reps when needed Delivered weekly ads and tearsheets.
- Represented company with advertising at street level during the grand opening of the new store in Gresham Oregon.
- Was noted for punctuality, dependability, and persistence.
- Assisted in filing and creating packages for clients.
- Assisted in the writing and production of television and radio advertisements Organized insurance and signage for Golf Tournaments Managed donations.
- Coordinated the compilation and distribution of a bi-monthly field force supply catalog.
- Responsible for all doctor, patient, and sales representative inquiries and requests regarding the Patient Education Information Program.

Education

High School Diploma - (Fleming County High School)