

ROBERT SMITH

Sr. Advertising Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Energetic professional with a solid track record of providing superior office management and An administrative support support. Expert in providing excellent customer service, multi-tasking, working very well under pressure, effectively managing projects and consistently meeting deadlines.

CORE COMPETENCIES

Customer Service excellence, Excellent communications.

PROFESSIONAL EXPERIENCE

Sr. Advertising Assistant

Journal - September 2014 – 2020

Key Deliverables:

- Daily Serve as the main point of contact with the advertising sales team and as client liaison.
- Assist sales team and clients with various requests, inquiries, sales and revenue reports.
- Communicate sales, revenue, and status update to the advertising team.
- Write and submit sales and ad orders with complete accuracy.
- Complete billing adjustments and revised sales tickets as needed.
- Enter and update orders in CRM, distribute reports, contracts, collect information and execute proper management of ADS programs.
- Utilize internal market software to design, edit, revise, proofread and audit ad copy; ensuring final copy meets quality standards.

Advertising Assistant

Delta Corporation - 2009 – 2014

Key Deliverables:

- Designed advertisements using InDesign and Photoshop Prepared bids for clients; answered questions regarding the formatting of ads, size, and cost.
- Collaborated with Creative Director to brainstorm marketing tactics and taglines.
- Independently managed a DOT public safety campaign.
- Conducted marketing surveys every week, analyzed survey results and other data to get insight for marketing strategies.
- Worked with the production team during the creative pre-production process.
- Assisted the head photographer and coordinated the sets during commercial production.
- Research potential clients and present on how to meet their advertising needs Assist in the development of advertising campaigns Research competitors.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Associate Of Occupational In Computer Aided Drafting - 2000(Southeast College Of Technology - Metairie, LA)