

ROBERT SMITH

Jr. Advertising Assistant

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SUMMARY

To obtain a Advertising Assistant position that allows to be supportive of management, excellent in customer service, and accurate in all aspects of position.

SKILLS

Microsoft Office, Sales, Salesforce, Web Development.

WORK EXPERIENCE

Jr. Advertising Assistant

ABC Corporation - June 2002 – April 2003

- Assisted the account executives in the automotive department.
- Created ads for clients. Input data into the system for ad space in the paper.
- Checked all forms to make sure ads were entered correctly.
- Proofed and okayed ads before they ran in the paper.
- Called prospective clients to obtain new business.
- Assisted other departments with advertising as well.
- Typed forms and publications to run in the paper.

Advertising Assistant

Delta Corporation - 2000 – 2002

- Created Advertisements to boost paper circulation Worked with the advertising team to change the Oakland Posts marketing strategy Sold advertisement.
- Account services, communicated with clients and subcontractors Implemented and coordinated various marketing projects Provided on-site event support.
- Assisted ad representatives in daily tasks such as filing, faxing, running errands, answering phones and taking pictures.
- Assisted the editorial department in typesetting.
- Montoursville, PA 2011-Current Advertising for many large name clients, nationwide; acquiring new clients, buying media, and processing all done.
- Advertising Assistant Order, proof, and send dealer advertisements Check for accuracy on everything Assist Account Coordinator in planning media.
- Assisted in sales projects and promotional packages that helped to increase team revenue.

SCHOLASTICS

- MSN in Leadership and Management - (Walden University)