

ROBERT SMITH

Advertising Assistant III

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Advertising Assistant Professional with 30+ years of experience providing proven exceptional support to customers, senior management and multiple associates in a corporate manufacturing environment.

EXPERIENCE

Advertising Assistant III

ABC Corporation - 1976 - 2001

- Coordinated established on-going Dunlop dealer promotional programs.
- Assisted in development, recommendations and arrangements for dealer incentive trips, national sales meetings, dealer/distributor meetings.
- Compiled statistics of on-going projects for reporting to management.
- Sole administrator of dealer aids program housed at an outside location.
- Sole administrator of Dunlop Indoor/Outdoor Sign Program.
- Provided proven exceptional administrative support to Advertising Director with dotted line support to Vice President of Sales & Marketing.
- Successfully reduced dealer aids levels that resulted in a savings of \$67,000 to the company.

Advertising Assistant

Delta Corporation - 2008 - 2013

- Designed ads to be placed in the newspaper using various graphic design programs, working with customers to help create an ad that worked best for them.
- Heavy data entry of ads, contracts, and codes Assisting sales reps with reports, entering ads for publication Sent proofs of ads to clients.
- Working with a team to organize different types of events (example a meeting between the shareholders and the company at Musee du Louvre; Paris).
- Planned and coordinated yearly ad production schedule with management and printing vendor Designed and produced national and local ad layouts.
- Each day co-workers and I would head out and spread advertising materials to potential clients of Garden City Bank in the form of fliers, handouts, .
- coordinated classified and real estate advertising layouts prior to print and delivered final layouts to clients.
- This is Dummy Description data, Replace with job description relevant

to your current role.

EDUCATION

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

SKILLS

Organizational, Time Management.