

Robert Smith

Advertising Assistant II

PERSONAL STATEMENT

Over 10+ years' work experience in Advertising Assistant industry
Exemplary leadership skills. Extensive academic training in
Finance/Economics.

WORK EXPERIENCE

Advertising Assistant II

ABC Corporation - January 2003 - October 2010

Responsibilities:

- Served as a proactive lead to a group of Advertising Assistants.
- Provided administrative support to a top-producing team of account executives and the CEO.
- Acted as a liaison between the client and his/her sales representative.
- Created ad layouts for new clients and revised existing ads as needed.
- Maintained accurate and up-to-date contracts and files.
- Processed monthly payments and provided invoice breakdowns for clients as needed.
- Proof-read advertisement copy for absolute accuracy.

Advertising Assistant

Delta Corporation - 2001 - 2003

Responsibilities:

- Create advertisements for newspapers Create double-sided 11x17 full-color brochures for auctions and homes Answer phones, assist costumes.
- Assisted Advertising Manager in all aspects of advertising and marketing for a multi-million dollar corporation.
- Planned and executed all aspects of seminars and special promotions including itineraries, speaker coordination, slide presentations, meeting room.
- Contributed content for ad campaigns Participated in media buying negotiations with radio stations.
- Because of my talents in photography and Photoshop, the CEO of the company created this position for me so I could create in-house imagery rather.
- Directed dozens of large scale photoshoots as well as prepared all of the images for online and print advertisements.
- Design advertisements for the account manager using Quark and Photoshop.

Education

Masters in Business Management & Human Resource
Management & Development - 2011(University of Maryland
University College - Adelphi, MD)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Multi-Line Phone System,
Social Media Marketing,
Training.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)