

## Advertising Assistant I

# ROBERT SMITH

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## Objective

Obtain a public relations position that will allow to leverage education by onboarding quickly to gain new skills, understand the company and make significant contributions to the team.

## Skills

Photoshop, Word, Photography, Marketing, Housekeeping, Customer Service, Customer Service.

## Work Experience

### Advertising Assistant I

**ABC Corporation** - May 2011 – February 2012

- Provided support for the advertising department.
- Scheduled and tracked Ads through APT and Excel.
- Organized and planned day for maximum results.
- Kept in direct contact with clients through emailing proofs or going to the stores to collect changes/payments for their Ads.
- Liaison between graphic design, sales, and other various departments throughout the building.
- Typed correspondence, sales material and ran weekly reports.
- Helped with special sections in the newspaper events; organizing.

### Advertising Assistant

**Delta Corporation** - 2006 – 2011

- Managed all advertising efforts for the Driver Recruiting Department.
- Coordinated with CFO on budget needs/reconciling/auditing.
- Worked with outside advertisers and vendors.
- Patron Services at McCain Auditorium Provide customer service by using interpersonal skills and building relationships with donors and patrons.
- Assist owner with general office duties, phone, data entry.
- Designing advertisements for CMNM through all 16 of the newspapers it carried.
- Filler ads for the classifieds sections, and advertising for upcoming events sponsored by CMNM.

## Education

Marketing - September 2005(The University of Montana - Missoula, MT)