

ROBERT SMITH

Advertising Assistant/Associate

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Over the past 15+ years, Consistently exceeded expectations, delivering robust sales, marketing, and business development strategies and initiatives. Strong team leader, who fosters an environment of professional growth and empowerment.

JANUARY 2003 - OCTOBER 2010

ADVERTISING ASSISTANT/ASSOCIATE - ABC CORPORATION

- 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.

2001 - 2003

ADVERTISING ASSISTANT - DELTA CORPORATION

- Create and modify various ads for weekly newspaper slots, design and develop ad headers and monthly coupon books, creative designing on separate.
- Proof ads, email/fax proofs to customers, submit proof corrections, change ad status; Assist account executives with existing accounts.
- media kits, providing customer service to clients, clerical duties; Book ads for sales reps to meet deadlines, book ads with schedule provided; .a
- Supported two Associate Publishers with all aspects of sales generation within busy department.
- Worked with the division of this Professional Advertising Company that produced flyers for door to door delivery and serviced local businesses to .
- Managing time-off calendar, creating forms, submitting and managing contracts, evaluation of rate discrepancies, covering for sales assistants, .
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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

SKILLS

Quality Assurance, Inventory Management, Multi-Line Phone System, Social Media Marketing, Training.