

# Robert Smith

## Advertising Assistant/Representative

### PERSONAL STATEMENT

Over 6 years of experience, including Content Developer, Advertising Assistant, and Subscriptions Manager in industries including Business Services, Banking, Publishing, and Pharmaceutical Cost Reduction.

### WORK EXPERIENCE

#### **Advertising Assistant/Representative** **ABC Corporation - June 2012 - October 2012**

##### *Responsibilities:*

- Sold advertising including publication space and Internet.
- Decided on customer advertising and marketing needs, and recommended specific types of advertising.
- Negotiated contracts based on economic value and business solution.
- Scheduled advertising and developed new clients.
- Made presentations to new and existing customers.
- Prepared ads for production, reviewed and proofed ads and recommended improvements.
- Created strategies to increase ad revenue.

#### **Advertising Assistant** **Delta Corporation - 2008 - 2012**

##### *Responsibilities:*

- Executed advertising, helped promote customers products and services in the most effective way possible Delivered daily advertising and illustration.
- Assist advertising sales and news journalism departments Create power point presentation for weekly sales meetings Assist branch graphic designer .
- Process Legal Publications Schedule and Coordinate Pre-Print Inserts Assist in day to day Advertising duties Coordinate and sell Special Sections.
- Maintain professional relationship with clients; make cold calls to bring new advertisers -Update Ad Pro and write letters to potential clients.
- Office manager, managed accounts payable and receivable, courier, answered phone calls, first point of contact for potential clients, delivery of .
- Jasper Engines & Transmission Stocking, processing orders, creating signs, etc.
- Provided prompt and accurate service to ensure customer satisfaction Modified ads based on new and recurring client requests for weekly publications .

### Education

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

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Administrative Assistant,  
Advertising.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

