

Robert Smith

Asst. Business Operations Associate

CONTACT DETAILS

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PERSONAL STATEMENT

Around 3 years of experience in Digital Marketing domain, accomplished digital marketing professional focusing on strategic planning, implementation, and statistical analysis. Aimed to bring the skills acquired and practiced to an established, growing company looking to add a long-term, valuable asset to the team and as a marketing strategies involving social media, web sites and SEO, or working with clients to maximize their investments in digital trade media.

SKILLS

Microsoft Office,
Microsoft Project,
Microsoft Access,
Microsoft Visio, JIRA,
Sharepoint, Peoplesoft,
Jd Edwards.

WORK EXPERIENCE

Asst. Business Operations Associate

ABC Corporation - May 2014 - December 2014

Responsibilities:

- Presented with the DFA creative and ensure to deliver the output as per the Google onshore team comments/instructions.
- In Continuation as AdWords Representative, responsibilities includes reviewing advertisers ad content to check compliance with Google company policies.
- Responding to Google onshore sales team emails and updating them to make necessary changes, so that the ad is adhering to google policies.
- Always Ensures the ads served from Google 3PAS is safeguarded as family safe as per the companys adhering policies Only Google team in entire globe which filters the ad ensuring its family safe and adhering to google policies.
- Ensure 99.9% quality output during work approach and its error free.
- Persuade to progress in this line of work.
- Strategize ways to improve and track site performance, Compile and present SEO performance reports and Adjust PPC campaigns.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Business Operations Associate

Delta Corporation - 2012 - 2014

Responsibilities:

- Audit data for quality using various systems Manage \$3.5 M purchase orders on projects Perform collections with an aging of over \$3.5m Analyze .
- Contributed to revenue growth for Fortune 100 companies using Quantitative Market Research and Analysis by tracking the key performance indicators of .
- and global market Managed data vendors for raw survey data and demonstrated organizational leadership in the capacity of project-lead on two off-.
- Identified the key drivers and barriers in the market and recommended suitable positioning of products using Statistical Analysis on multiple .
- The segmentation process led to recommendation of alignment of the companys efforts on categories of their customers which resulted into a 35% gain .
- Received and completed medical records Scheduled all appointments

for clients to see psychiatrist Maintained data in client charts to ensure accuracy.

- Audit accounts to ensure accurate billing and client specific information
Run daily reports tracking cash flow for entire region.

Education

Bachelor Of Science In Business Communications - (Stevenson University - Stevenson, MD)