

Robert Smith

Marketing Clerk

CONTACT DETAILS

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

PERSONAL STATEMENT

Highly personable Administrative Professional with over 15 years of experience in customer/client administration, sales assistance, front desk operations, and call-center operations within the marketing, manufacturing, and retail industries. Talent for identifying customer needs and presenting appropriate company product and service offerings.

SKILLS

MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook, IMIS Database, Marketing, Communication, Administration, Customer Service, Social Media.

WORK EXPERIENCE

Marketing Clerk

ABC Corporation - October 1993 - May 1996

Responsibilities:

- Created ads & banners for the company website Kept all social media sites up to date with the latest products researched and compared competitors.
- Reviewed and edited blog posts to guarantee high content quality.
- Estimate the average weekly sales for each client and supervise the proper distribution of products.
- Promote company and seek out new clients.
- On-site event promotion as well as street marketing and event support.
- Chosen to contribute to the Fort Knox monthly magazine, "Opportunity Knox" article writing team.
- Organized important documents.

LANGUAGES

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

Marketing Clerk

Delta Corporation - 1988 - 1993

Responsibilities:

- Created ads & banners for the company website Kept all social media sites up to date with the latest products researched and compared competitors .
- Reviewed and edited blog posts to guarantee high content quality.
- Estimate the average weekly sales for each client and supervise the proper distribution of products Promote company and seek out new clients through .
- Performing various duties supporting the Army Family - Moral, Welfare and Recreation programs.
- On site event promotion as well as street marketing and event support.
- Kept records of confidential data.
- Chosen to contribute on the Fort Knox monthly magazine, "Opportunity Knox" article writing team.

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Education

High School Diploma - (Coronado High School - Scottsdale, AZ)

REFERENCES

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