



AVA DAVIS

Marketing & Communications Assistant

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Microsoft Office Suite



Adobe Creative Suite



Lead Generation



Communication Skills



Problem Solving



Adaptability



INTERESTS

📖 Birdwatching 🏠 Traveling

📅 Sports Coaching 🏆 Knitting

STRENGTHS

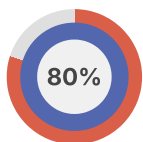
🔗 Pragmatism

🍃 Sensitivity

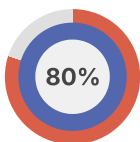
❤ Sincerity

⚓ Stability

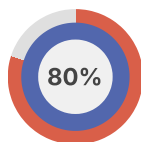
LANGUAGES



English



Swahili



Dutch

ACHIEVEMENTS

🌟 Increased social media engagement by 40% through targeted content strategies.

🌟 Developed and executed a successful email marketing campaign that boosted open rates by 25%.

PROFESSIONAL SUMMARY

Results-oriented marketing and communications professional with 5 years of experience in developing and executing innovative marketing strategies. Expertise in content creation, social media management, and market analysis, driving brand engagement and visibility. Passionate about leveraging data-driven insights to enhance team performance and support organizational goals.

WORK EXPERIENCE

Marketing & Communications Assistant

📅 Mar / 2022-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Supported the Creative Director by managing marketing projects and vendor relationships.
2. Coordinated meetings and documented minutes to ensure clear communication.
3. Drafted, edited, and proofread marketing materials, including brochures and publications.
4. Managed the sales and marketing inventory, ensuring accurate tagging and logging.
5. Oversaw website sections, including uploads and updates for careers and news.
6. Maintained the company's social media platforms, enhancing community engagement.
7. Updated training files for various departments, ensuring compliance with current procedures.

Marketing Communications Assistant

📅 Mar / 2020-Mar / 2022

Crescent Moon Design

📍 Portland, OR

1. Achieved sales goals through effective communication and product knowledge dissemination.
2. Contributed to internal newsletters by gathering content and writing articles.
3. Assisted in the launch of print and online marketing materials.
4. Prioritized projects in collaboration with the marketing team and production planning.
5. Worked with design and editorial teams to create strategic marketing collateral.
6. Facilitated client communication regarding company policies and services.

EDUCATION

Bachelor of Arts in Marketing

📅 Mar / 2018-Mar / 2020

University of Marketing Excellence

📍 Seattle, WA

Focused on marketing strategies, consumer behavior, and digital marketing.