Marketing Assistant

Liberty Life

Dec. 2016 - Nov. 2018

* Creating PowerPoint presentations from draft marketing proposals.
* Facilitating all planning of and hosting of activities for in-house marketing events and external roadshows.
* Staying up-to-date with competitor marketing strategies via digital content monitoring online.
* Assisting with generating e-mail and texting campaigns for new customer attraction and awareness purposes

Marketing Assistant

FNB

Oct. 2016 - Sep. 2014

* Liable for communication and working together between the company and the clients, and employees by filtering and screening emails, replying to inquiries in writing and telephonically.
* Delivering required feedback on pending items for external stakeholders such as suppliers, venue hosts, and event organizers.

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Fluent in English + German Conversation in Spanish

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[60 Word Templates](https://www.resumeviking.com/templates/word/)

[Resume Tool](https://resume.io/resume-templates/?id=cpdokyF1)

**L A N G U A G E S**

**E D U C A T I O N**

MSc, Marketing Management, The University of Wisconsin, Madison 2000 - 2005

Bachelor's Degree in AI Marketing, University of Louisville, Louisville 2006 - 2011

Marketing Assistant

ABSA

Jan. 2018 - Dec. 2019

* Accountable for admin duties, including prepping marketing materials, placing orders with suppliers, printing proposals, picking up promotional props, organizing booths at events, etc.
* Think of fresh social media campaign themes and present them to the brand manager.

• Monitoring social media platforms like Instagram, YouTube, Twitter, Pinterest, and Facebook for the most recent trends and ideas.

**W O R K E X P E R I E N C E**

Charlotte Anderson

Marketing Assistant

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yourname@mail.com

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your location

**S K I L L S**

* Digital Advertising
* Social Media
* Blogging
* AB Testing
* SEO