

Scott Smith

MARKETING ASSISTANT

Summary

Highly motivated, committed and energetic **Marketing Assistant** with an established track record of completing projects within the timetable and in accordance with client standards and guidelines. My moto is to eventually build a more challenging career in **Marketing** with your esteemed organization.

Experience

Marketing Assistant Montgomery, Alabama *Nov 2019 - Present*

As a Marketing Assitant:

- Create detailed project plans, that include schedule, budget, team members' duties.
- Identify the final goal of the project and keep a high level of team engagement.
- Monitor Project Progress in order to ensure that projects remain on track, meet deadlines, stay under budget, and develop according to plan.
- Report Project Results by gathering and documenting all project results and then reporting or presenting them to the appropriate parties. The reports also include an analysis of any setbacks that the project encountered and how these were solved.
- Manage all digital platforms, creating new contents to be published
- Actively assist all marketing programs and develop ways to improve those campaigns
- Submit ideas for experimental marketing programs designed to enhance and grow the company's brand, such as a proficient co-branding strategy

Salesperson Georgetown, Georgia - US *Oct 2016 - Feb 2018*

As a Salesperson in and electronic devices' store:

- Greeted customers and analyzed their need in order to help them find just the right product.
- Checked for stock at other branches or order requested stock for customers and kept track of inventory.
- Provide customers with a professional after-sales service.
- Received payments and reconciled them with total float

Education

Master in Business Managment
University of Southern California *Sep 2015 - Feb 2016*

Bachelor Degree
University of California, Irvine *Sep 2014 - Oct 2017*

Contact

resumekraft@gmail.com
1-202-555-0186
12th Street, Preston, Georgia - US
linkedin.com/in/scott

Skills

- SAP Operation
- Microsoft Office
- Ability to work in a Team
- Goal Orientation
- Google Analytics
- Ability to implement Social Media Campaigns

Languages

English	■ ■ ■ ■ ■
German	■ ■ ■ ■ ■
Arabic	■ ■ ■ ■ ■
French	■ ■ ■ ■ ■

Personal Skills

Communication	■ ■ ■ ■ ■
Event Organizing	■ ■ ■ ■ ■
Mentoring	■ ■ ■ ■ ■
Blogging	■ ■ ■ ■ ■

Projects

Market Expert
Yale University
Jan 2017 - May 2017

