

---

## Advertising And Promotions Manager Resume

---

### Job Objective

To obtain a position as Advertising and Promotions Manager with a small but dependable company where my experience can be beneficial in the growth of company.

---

### Highlights of Qualifications:

---

- Wide experience in managing and promoting special events in a publishing environment
  - Operational knowledge of Microsoft Applications and HTML
  - Deep knowledge of marketing and advertisements
  - Proficient with Adobe InDesign and Photoshop
  - Immense ability to multitask and prioritize work
  - Sound ability to work independently as well as in a team
  - Outstanding communication skills in both oral and written forms
  - Skilled to perform editing and writing for copies
- 

### Professional Experience:

---

#### Advertising and Promotions Coordinator

Live Nation, Los Angeles, CA

October 2008 – Present

- Coordinated with design team and members and assisted in various marketing programs.
- Monitored production team and ensured compliance to all production standards.
- Developed all promotional materials for work such as brochures and posters.
- Assisted various teams and designed digital catalogues for three seasons.
- Administered work of in house departments and ensured accuracy of all information.
- Performed troubleshoot on all art copies and resolved any issues.
- Managed online marketing and prepared drafts for approval.
- Maintained online group and facilitated in finalizing dates for marketing.

#### Advertising and Promotions Specialist

Bausch & Lomb, Los Angeles, CA

August 2003 – September 2008

- Coordinated with Associate Director of Marketing and ensured successful implementation of marketing plans.
- Developed marketing strategies and ensured maximum return on investments.
- Maintained all advertising activities and provided regular updates on traffic.
- Facilitated in brand promotion during festival time to ensure awareness among consumers.
- Managed all content on website and ensured specifications in terms of production and promotion.
- Designed programs in accordance to subscription and production strategies.

#### Advertising and Promotions Assistant

Talent, Inc., Los Angeles, CA

May 1998 – July 2003

- Managed galley production cost and scheduled both print and digital galley.
  - Prepared purchase orders and coordinated with vendors to prepare appropriate schedule for project.
  - Developed all corrugation reports.
  - Provided weekly production reports to management on a regular basis.
  - Performed coding of all invoices received and send.
  - Coordinated departments in administering all purchase orders.
- 

### Education:

---

#### Bachelor's Degree in Advertising

Nevada State College, Henderson, NV

[Build your Resume Now](#)