
ADVERTISING ASSISTANT RESUME

Objective:

To obtain the Advertising Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills:

- Huge experience in sales management, mass communication and advertisement
- Profound knowledge of brochure, video and documentary film production
- Ability to manage multiple assignments simultaneously.
- Strong PC and telephone skills

Work Experience:

Advertising Assistant
The Buffalo News, San Francisco, CA
August 2005 to till date

- Assisted to manage advertiser and client relationships.
- Coordinated and prepared proof ad materials.
- Developed sales collateral and maintained advertising database.
- Created proposals for initial client profiles.

Advertising Assistant
Beaumont Enterprise, San Francisco, CA
May 2000 to July 2005

- Provided assistance to manager of operations.
- Analyzed accounts and ensured the costs.
- Ensured the warehouse inventory distribution to branch offices.
- Prepared documents for posting and billing of the union labor.
- Planned the sheets of daily cut.

Education:

Bachelor's Degree in Marketing
Duke University, Durham, NC

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