
ADVERTISING SALES ASSISTANT RESUME

Objective:

Seeking the Advertising Sales Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Huge experience in sales communications
- Expertise in developing presentations and proposals
- Ability to exceed and meet the needs of customers
- Ability to listen and share information and ideas in a clear, concise manner
- Ability to proactively work and make a difference for the company
- Strong computer skills in Excel and math

Work Experience:

Advertising Sales Assistant
Valpak, Fort Worth, TX
August 2005 to till date

- Performed market research for assembling of presentations and advertising sales proposals.
- Assisted in backing up other sales assistants in customer rate calls.
- Processed forms and got approvals for material.
- Produced a variety of standard weekly reports.

Advertising Sales Assistant
Valassis, Fort Worth, TX
May 2000 to July 2005

- Assisted in booking advertising space for clients.
- Worked with other departments, including advertising Operations and Marketing.
- Provided customer service support for print and digital products.
- Assisted in sending out sales communications.
- Answered standard inquiries and more complex inquiries.
- Maintained sales resources and prepared media kits.

Education:

Associate Degrees in Advertising
George Washington University, Washington, DC

[Build your Resume Now](#)