
Assistant Media Buyer Resume

Job Objective

To obtain the position of Assistant Media Buyer where I can enhance my skills and contribute to the growth and development of the company.

Highlights of Qualifications:

- Excellent experience in developing strategies for media buying strategies
 - Sound knowledge of National TV buying process
 - Profound knowledge of online advertising terminology
 - Ability to multi task and prioritize work as per requirement
 - Ability to identify and make modifications to achieve objectives
 - Proficient in Microsoft Office applications
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Professional Experience:

Assistant Media Buyer
Home Run Media, Inc., Washington, DC
August 2012 – Present

Responsibilities:

- Implemented various media functions.
- Developed and distributed contracts as well as insertion orders.
- Administered material delivery and ensured compliance to timeframe.
- Assisted in reconciliation of media invoices and analysed for any discrepancies.
- Maintained knowledge of media activities and performed required research.
- Performed negotiation with media sales organizations and assisted in broadcast.

Assistant Media Buyer
Horizon Media, Inc., Washington, DC
May 2009 – July 2012

Responsibilities:

- Performed negotiation on purchase of television, radio and print media space.
 - Monitored and provided update to broadcast ratings.
 - Implemented media plans and completed work within required budget.
 - Coordinated with media representatives and performed research.
 - Maintained record of media expenditure and ensured compliance to client requirements.
 - Collaborated with team members and resolved all issues associated with media billings.
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Education:

Bachelor's Degree in Communications
Pittsburg State University, Pittsburg, KS

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