
CAMPAIGN ASSISTANT RESUME

Objective:

To obtain the Campaign Assistant position that will expand and develop my skills.

Summary of Skills:

- Wide experience in accounting and book-keeping
 - Profound knowledge of standard business machines
 - Remarkably organized and detail-oriented approach
 - Strong leadership skills and a team player
 - Ability to manage multiple priorities effectively
 - Excellent word processing, internet, and database management skills
-

Work Experience:

Campaign Assistant
The Leukemia & Lymphoma Society, Wilmington, DE
August 2005 to till date

- Administered and selected on-going programs and special projects.
- Performed sponsorship recruitment and prize distribution.
- Provided administrative, secretarial and clerical support for special events.
- Assisted in maintaining assigned office, program and event records.
- Prepared event related correspondence and reports.

Campaign Assistant
Express Employment Professionals, Wilmington, DE
May 2000 to July 2005

- Set up meetings with target stakeholders.
 - Prepared campaigns planning, strategy and tactics.
 - Monitored developments in the external environment and identified relevant information sources.
 - Analyzed basic statistical data and prepared trend reports for team.
 - Assisted with campaigns internal communication.
-

Education:

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

[Build your Resume Now](#)