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# **ENTRY LEVEL ADVERTISING ASSISTANT RESUME**

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## **Objective:**

An entry-level position in the advertising department of a market leader, offering advancement potential based on performance.

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## **Education:**

New York University, March 2009  
Bachelor's degree in Advertisement

New York University, March 2006  
Done diploma in Advance mass media and video

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## **Skills:**

- Excellent customer service skills.
  - Strong administrative skills.
  - Mass communications.
  - Advertising and promotion.
  - Marketing and sales support.
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## **Computer Skills:**

- Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express
  - Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, Unix, MS DOS
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## **Professional Experience:**

Assistant Manager, August 2009 to till date  
Adnet Advertising Agency, New York

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## **Responsibilities:**

- Provided assistance to manager of operations, analysis of accounts and ensure the costs.
- Maintained the advertising database.
- Operated instrument computer system.
- Assisted and supported creative head in executing an ad campaign.

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