
MARKETING ADMINISTRATIVE ASSISTANT RESUME

Objective:

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

Summary of Skills:

- Remarkable experience in administering marketing department
- Sound knowledge of all related functionary concerning marketing
- Ability to handle many tasks and projects at one time
- Ability to close the loop and ensure all details are attended to
- Ability to work to deadlines and re-negotiate agreements

Work Experience:

Marketing Administrative Assistant
Network Solutions, Prattville, AL
August 2005 to till date

- Assisted in providing information for press releases.
- Coordinated fulfillment of information requests resulting from advertising.
- Assisted with the production of promotional materials and invitations for special events
- Maintained inventory and order office supplies and printed collateral materials.

Marketing Administrative Assistant
Kleenmark, Prattville, AL
May 2000 to July 2005

- Provided oversight of sales and marketing consultant certification programs
- Provided editing and project support to the Marketing Manager
- Coordinated retreats and the annual Consulting meeting.
- Produced statistical reports for Sales & Marketing departments.

Education:

Associate degree in Marketing
University of Utah, Salt Lake City, UT

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