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# MARKETING ADMINISTRATIVE ASSISTANT RESUME

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## Objective:

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

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## 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
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## 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.
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## Education:

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

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