

MARKETING COMMUNICATIONS ASSISTANT RESUME

Objective:

To obtain the position of Marketing Communications Assistant position.

Summary of Skills:

- Sound knowledge of Corporate Communications and Affairs
- Remarkable experience in designing and preparing promotional literature
- Proficient with Sales Force and MS Office applications
- Excellent business writing and grammar skills

Work Experience:

Marketing Communications Assistant
EngenderHealth, Charleston, SC
August 2005 to till date

- Assisted in maintaining social networking sites.
- Coordinated with trade show, event planning and its service orders.
- Created, edited and proofread Press Releases.
- Retrieved and responded appropriately to mail and correspondences.
- Provided industry research and competitor analysis.

Marketing Communications Assistant
Allstate, Charleston, SC
May 2000 to July 2005

- Coordinated the execution of various lead generation programs and campaigns.
- Monitored data and results from various activities.
- Assisted in the planning and logistical execution of tradeshow.
- Maintained news clippings and post content to website.
- Ordered and maintained inventory level of promotional items.
- Participated in brainstorming and creative sessions with marketing staff

Education:

Associate degree in Marketing
St. Francis University, Loretto, PA

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