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# MARKETING COMMUNICATIONS ASSISTANT RESUME

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## Objective:

To obtain the position of Marketing Communications Assistant position.

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## 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
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## 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
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## Education:

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

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