
MEDIA ASSISTANT RESUME

Objective:

To obtain the position as Media Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Good and active listening skills
- Ability to apply learning over time
- Ability to assist in the evaluation of media opportunities

Work Experience:

Media Assistant
Kennedy Krieger Institute, San Francisco, CA
August 2005 to till date

- Participated and contributed in face to face client meetings.
- Supported senior planners in preparing and delivering work to clients and colleagues.
- Ensured to inform buying staff and clients of new opportunities and issues.
- Maintained presentation materials and client binders.

Media Assistant
Active International, San Francisco, CA
May 2000 to July 2005

- Gathered information to be used in developing media plans.
- Utilized syndicated planning tools to run reports and aid in the development of insights.
- Maintained competitive spending reports, and executed baseline assessments of data.
- Created and maintained records of plans, insertion orders, schedules and contract.

Education:

Associate Degree in Media Production
Duke University, Durham, NC

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