
MEDIA SALES ASSISTANT RESUME

Objective:

To obtain a Media Sales Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Remarkable experience in international media sales
- Familiarity with Network Agencies buying media across multiple markets.
- Self disciplined and organized
- Ability to write reports, business correspondence, and procedure manuals
- Proficiency in Outlook calendar management, Microsoft Word, Excel and PowerPoint

Work Experience:

Media Sales Assistant
Kennedy Krieger Institute, Fort Worth, TX
August 2005 to till date

- Informed clients and planning staff of new opportunities.
- Supported planners in preparing and delivering work to clients and colleagues.
- Assisted planners in tracking and evaluating campaign.
- Evaluated media opportunities.
- Managed internal and client status reports.
- Participated and contributed in face to face client meetings.

Media Sales Assistant
Active International, Fort Worth, TX
May 2000 to July 2005

- Administered all regular duties concerning the sales department functionary.
- Managed and maintained high call volumes, mail, contacts, soft and hard files
- Created and maintained records of plans, insertion orders, schedules, contracts.

Education:

Associate Degree in Media Production
George Washington University, Washington, DC

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