

EMILY CONRAD

MARKETING ASSISTANT

PROFESSIONAL SKILLS

Copywriting
Corporate blogging
Project management
Team management
Market research
Communication skills
Networking expert
Collaborative nature

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

CONTACT

+1 765 908 9900
hello@tyroneconrad.com
www.tyroneconrad.com

REFERENCES

CARL FERNANDEZ
L-Corp, Manager
carlfernandez@lcorp.com

STEPHANIE GEORGIA
John-Leonard Corp., Manager
stephaniegeorgia@email.com

PATRICK SUAREZ
World Mark Inc., HR
patrick.s@email.com

PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

EXPERIENCE

MARKETING & COMMUNICATIONS ASSISTANT

Cypress Communications | Feb 2013 - Dec 2014

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing marketing campaigns
- Monitored press coverage

MARKETING ASSISTANT

World Mark Inc. | Apr 2012 - Jan 2013

- Handled the company's online presence - regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients

EDUCATION

BACHELOR OF ARTS, MAJOR IN MARKETING, MINOR IN COMMUNICATIONS

University of Dundee | 2009 - 2013

AWARDS

MOST OUTSTANDING COMMUNICATIONS EXPERT

Cypress Communications | Dec 2014

BEST INTERN

World Mark Inc. | Jan 2013