

Marketing Administrative Assistant

SKILLS

Content Management

Expert

Filing and Record Keeping

Expert

Document Preparation

Expert

Scheduling

Expert

Microsoft Office

Expert

Organization

Expert

LANGUAGES

- Spanish: Intermediate proficiency

PROFESSIONAL SUMMARY

Detail-oriented and highly organized Marketing Administrative Assistant with experience supporting marketing teams in various tasks, including campaign coordination, content management, and market research.

EXPERIENCE

Marketing Administrative Assistant

Creative Solutions Marketing, United States, Philadelphia, PA

March 2021 - Now

- Provide administrative support to the marketing department.
- Coordinate the scheduling of meetings, events, and conferences, ensuring seamless communication.
- Manage and maintain marketing materials, including brochures, presentations, and digital assets.
- Conduct market research to support the development of new campaigns.

Marketing Assistant

Innovative Digital Strategies, United States, Philadelphia, PA

June 2019 - February 2021

- Assisted the marketing team in executing digital marketing campaigns.
- Managed content calendars and ensured all content.
- Assisted in the development of presentations and reports for senior leadership.

Administrative Assistant

Dynamic Solutions Consulting, United States, Philadelphia, PA

March 2017 - May 2019

- Provided administrative support to the management team.
- Assisted with maintaining filing systems and databases.

EDUCATION

Bachelor of Arts in Marketing, Temple University, United States

2015 - 2019

Google Analytics Individual Qualification (IQ), Completed: July 2021

HubSpot Inbound Marketing Certification, Completed: December 2020