

Job Posting and Sample Resume: Marketing Assistant

Job Posting for Kendra Knowles Resume

Marketing Assistant

Market Consulting Engineers, Inc – San Antonio, TX

Position: Marketing & Administrative Assistant

Location:

2928 Story Book Road, San Antonio, Texas 75033

About MCE:

MCE is an engineering company that provides solutions for planned, new and existing projects throughout the nation for all types of clients. Our firm has enjoyed great success with significant key projects and repeat clients. Projects of all sizes and complexity are designed to the highest level of quality by our team with high respect to understanding the client's needs and concerns.

Requirements:

College degree is preferred.

About Position:

Outgoing candidate will love to smile and laugh, provide marketing support work that will include preparation of proposals, marketing materials, general administrative duties, and general organization. The candidate should have a good understanding of graphics, Microsoft Office, Adobe Creative Suite products and social media. College degree preferred. Assist team with administrative tasks and attend marketing / social functions.

Compensation:

Competitive salary, full benefits and a positive work environment.

KENDRA KNOWLES

123 Jake Drive, San Antonio, TX 54321
512-555-1212 KKnowles@email.com

PROFESSIONAL PROFILE

Skilled communications profession and executive administrator with over 10 years of experience providing customized customer and business solutions specifically in the areas of client services, training and development, labor relations, and financial management. Detailed knowledge of business market programs and conducting market analyses. Areas of expertise include: excellent communication skills; organizing and planning; able to type 75 words-per-minute without errors; Familiarity with MS Office, Adobe Suite, Final Cut Pro and Quick Books.

EDUCATION

Bachelor of Science in Communications, Kennesaw State University, Kennesaw, GA

RELEVANT SKILLS

Marketing

- Created publications such as informational brochures, company newsletters, blogs and social media websites used to promote organization services
- Assisted with coordination of fund raising events by soliciting sponsors, coordinating event venue, activities, and logistics which raised over \$10,000 in support
- Monitored current events using internet research to avoid scheduling conflicts

Communication

- Built and maintained positive relationships with executives, staff, vendors, brokers, and local agencies to request quotes, develop contractual agreements, and identify employee services and support that followed organization, state and federal regulations
- Provided daily status updates to leadership via verbal and written communication to discuss and address operational issues or concerns
- Attended meetings with Department of Labor, Internal Revenue Service, and Department of Transportation, as the primary point of contact for the organization, to gather and communicate compliance requirements to executives and staff ensuring 100% adherence with operations safety procedures and policies

Social Media/Advertising

- Created advertisement and marketing campaigns using Twitter to promote business capabilities while expanding client footprint by 36%
- Office Operations
- Ordered and worked with vendors to maintain supplies and equipment ensuring availability and operability of office automation products and tools
- Organized, conducted, and documented minutes of daily conference calls and monthly meetings including room set-up and breakdown to discuss schedule changes, project status, and regulatory updates keeping employees and leadership abreast of operational changes
- Maintained office organization by opening, routing, and filing daily documents including profit loss and loss reports, incoming and outgoing mail and receipts

- Entered, updated, and maintained accurate personnel records for over 300 employees which assisted with the efficient processing of employee entitlements
- Supervised and trained 20 employees including prioritizing daily assignments and tasks, reviewing performance, providing feedback as well as executing award or disciplinary actions

Financial Management

- Processed accounting actions including license and insurance forms, accounts receivable, account payable, payroll tax and deductions valued at over \$30,000 weekly to ensure timely payment to vendors and employees
- Entered all payroll, fuel, and inbound and outbound invoices on a daily basis in Microsoft Excel to track and maintain status of financial operations
- Developed and implemented commission-based financial incentive program for employees which increased revenue by 75%

WORK HISTORY

January 20XX- Present - US Navy, Fort Worth, TX

Personnel Administrator (Yeoman First Class)

June 20XX – December 20XX - Averitt Trucking Atlanta, GA

Executive Assistant Internship

September 20XX – December 20XX - Hands on Atlanta, Atlanta, GA

Funding/Volunteer Coordinator (Volunteer position)