

## ADMINISTRATIVE ASSISTANT

### Summary

A dedicated and focused administrative professional who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Results-oriented team-player eager to bring strong administrative skills to company in need of top-level support.

Â

### Education

Master : Public Relations 2015 Full Sail University

### Public Relations

Bachelors of Arts Bachelor of Arts : Spanish, Philosophy, Media studies 2013 Mercer University

Marketing, Public Relations and Journalism coursework

Presentation Skills workshop

Coursework in Business, Communications and Advertising

Associate of Arts : Philosophy 2011 Georgia Perimeter College

Student government representative

Academic Achievement Award

### Highlights

- Advanced MS Office Suite knowledge
- Excel spreadsheets
- Competent in Adobe Creative Suites Software (InDesign, Illustrator, Photoshop)
- Adobe Acrobat XI Pro
- Meeting planning
- Report writing
- Schedule management
- Deadline-oriented
- Report analysis
- Employee training and development
- Problem resolution
- Meticulous attention to detail
- Schedule management

### Experience

Company Name State Administrative Assistant 01/2013 to 10/2014

- Designed web and other content.
- Designed electronic file systems and maintained electronic and paper files.
- Handled all media and public relations inquiries.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Served as professional representative of the CEO to executive clients, investors and board members.
- Published and Designed corporate newsletter. prepared and edited articles. designed graphic presentation.
- Edited Website content including newsletter and blog posting production using Adobe creative suites.
- Created, delivered, edited, and optimized marketing materials.
- Proofread and edited incoming and outgoing documents.
- Reviewed operating practices and implemented improvements where necessary.
- Coordinated project-based work Prepared and edited correspondence, communications, presentations and other documents.
- Designed and maintained databases.

Company Name State Public Relations Specialist 01/2012 to 09/2014

- Identified customer needs through market research and analysis.
- Researched, negotiated, implemented and tracked advertising and public relations activities.
- Defined project and company vision, strategies and tactics.
- Designed web and other content, including monthly newsletters and promotional calendars.
- Worked with management to identify trends and developments capable of influencing PR decisions and strategies.
- Managed editorial content, design and distribution of external company documents.
- Organized PowerPoint presentations, website content and designs etc.).

Company Name City , State Marketing Assistant 01/2012 to 01/2013

- Contributed to relevant blogs, conferences and events both off-line and online to increase brand awareness.
- Helped developed contingency plans and alternative solutions for all projects.

- Event Planning, and coordination.
- Provided input and supporting documentation for the preparation of monthly marketing reports.
- Provided support to marketing department coordinator.
- Assisted in maintaining all Hodac sponsored websites.
- Created and delivered press releases, media relations' content, corporate newsletter content, and social media content.
- Participated and assisted in facilitating community awareness activities, i.e.
- Assisted in the coordination of public service announcements and all media related activities.
- Helped create marketing campaigns and track results of these efforts.
- Helped Draft scripts and coordinated with different departments for consistent messaging.

Company Name State Administrative Assistant 01/2010 to 01/2011

- Ensured all marketing materials were consistent, easy to understand, and well organized.
- Provided administrative support for Mercer University academic and service-learning program.
- Supported Mercer's community work-study internships and tutoring programs through event calendar updates.
- Facilitated student communication with prospective volunteer opportunities through in-person, telephone, and email.
- Maintained and organized volunteer opportunity database for optimal student use.

Languages

Fluent in French, Spanish, Creole

Skills

Administrative support, Letters and Memos, Filing, Prioritization, Report, Event Planning, Scheduling, Telephone Skills, Time Management, Client Relations, Customer Service, Multilingual, Networking Events, Inventory, Internet Research

Microsoft Office Suite, Microsoft Excel, Microsoft Word, PowerPoint Presentations, Document translation, Internet Research, Spreadsheet

Adobe Acrobat Pro, Photoshop, InDesign, Illustrator, graphic Design, Marketing Materials, media relations, newsletter, Press Releases, web content development, Proposal Writing, Strategic Research, Social Media Maintenance