

SOCIAL MEDIA COORDINATOR

Highlights

- Microsoft Office (e.g. Word, Excel and Power point)
- Intermediate knowledge of Photoshop
- Intermediate Knowledge of WordPress
- Proficient knowledge of social media platforms (e.g. Facebook, Instagram, Twitter, Polyvore)
- Proficient in e-ClinicalWorks software, QuickBooks, and Multichannel Order Manager

Experience

Social Media Coordinator Sep 2015 to Current

Company Name 1/4 City , State

- Proposing creative strategy in collaboration with marketing director Adding 45 quality boards on Pinterest and resulting in 47% follower growth Posting on Twitter and Instagram at least once a day Keeping track of social media trends and competition via Alexa Rank and Google Analytics Creating relevant contests to grow brand recognition and excitement.

Social Media Intern Nov 2014 to Feb 2015

Company Name 1/4 City , State

- Website and social media optimization Monitoring and posting on blogs, forums, and social networks Online outreach and promotion using Facebook, Twitter, Instagram and email marketing.

Bookkeeper Sep 2013 to Dec 2015

Company Name 1/4 City , State

- Inputting vouchers, invoices, checks, account statements, reports, and other records Managing charges and refunds Recording business transactions and key daily worksheets to the general ledger system.

Medical Record Clerk Jan 2008 to Jan 2013

Company Name 1/4 City , State

- Transferring patients' data into DOH website Reviewing 500+ records for completeness, accuracy, and compliance with regulations on a monthly basis preparing quarterly reports.

Education

Public Affairs Communication Baruch College - CUNY 1/4 City , State Public Affairs Communication

Interests

Moma PS1 WarmUp Series 2015 and 2016 New York Cares 2011 Mehr NGO

Skills

Photoshop, creative strategy, DOH, email, general ledger, Google Analytics, director, Managing, marketing, Excel, Microsoft Office, Power point, Word, networks, optimization, promotion, quality, QuickBooks, Recording, social media platforms, Website

Additional Information

- Volunteer Jobs Moma PS1 WarmUp Series 2015 and 2016 New York Cares 2011 Mehr NGO