

Jane Smith
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Profile

Experienced administrative professional with significant experience in marketing functions. Over a decade of practice supporting marketing and advertising operations, including both Fortune 500 entities and small start-ups.

Professional Experience

Administrative Assistant, Marketing Department, Major Media Corp, New York City, NY

August 2014 – Present

- Support the marketing department personnel at all levels, including scheduling meetings and company events
- Print and prepare marketing materials for review and distribution
- Answer the phone for key executives and provide information both inside and outside of the company
- Track marketing performance for key campaigns to communicate to management teams
- Partner with HR to distribute department job openings both internally and externally and coordinate interviews

Executive Administrative Assistant, Tiny Marketing Firm, New York City, NY

June 2012 – July 2014

- Provided comprehensive support to the CEO, including calendar management, visitor tracking, food ordering and managing phone calls
- Coordinated with other departments to solicit necessary information, including financial presentations and marketing metrics
- Organized and scheduled executive travel, including multi-country international trips
- Typed meeting minutes during staff and board meetings

Education

Business Administration Associate of Arts

Broward College Fort Lauderdale, FL, August 2006 – May 2008

Key Skills

- Attention to detail
- Customer service, including greeting guests, providing facility tours, and answering phones
- Excellent written and verbal communication skills
- Office software, including Adobe Acrobat and Microsoft Office
- Scheduling and organizing meetings, events and travel