



# Sarah Nolan

Seasoned marketing assistant with 10+ years' experience assisting with the creation of engaging online campaigns. Clear and concise copywriter with a talent for proofreading and editing. Flexible attitude and proven ability to multitask and prioritize jobs to meet challenging time constraints.

## Professional Experience

### Marketing Assistant

Scorpion, Salt Lake City, UT September 2014 - Present

- Answer telephone and email queries and handle client requests, achieving a satisfaction rate of 98% in 2020
- Work cooperatively with teammates to create engaging Facebook adverts, increasing company revenue by 23% in a single fiscal quarter
- Maintain up-to-date client records and facilitate requests for information from senior colleagues
- Liaise with clients to ensure satisfaction and receive and execute revision requests promptly

### Marketing Assistant

University of Utah, Salt Lake City, UT July 2010 - September 2014

- Wrote engaging copy to increase brand awareness, including blog posts and social media updates
- Assisted with market research activities and used findings to contribute ideas to strategic planning meetings
- Interacted with followers on social media and responded to comments to build a thriving online community and increase engagement
- Performed administrative tasks as required to support the leadership team

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## Education

Bachelor of Science in Marketing Management

Salt Lake City Community College, Salt Lake City, UT  
September 2006 - June 2010

## Key Skills

- Content creation and editing
- Building online communities
- Organization and time management
- Market research
- Collaborative teamwork
- Excellent technical and IT knowledge
- Strong understanding of Adobe Creative Suite software