

## Professional Experience

### Marketing Assistant

Capital Digital Marketing Enterprise, Fairfax, VA | June 2018 – Present

- Create and edit literature and online content for marketing campaigns
- Verify compliance of all marketing materials
- Refresh company website and social media accounts
- Prepare company proposals, presentations, and reports
- Support planning and implementation of marketing budget

### Marketing Assistant Intern

Capital Digital Marketing Enterprise, Fairfax, VA | January 2018 – May 2018

- Assisted with research of market trends and competitors
- Provided administrative support to marketing managers
- Performed outbound phone surveys to random test subjects
- Helped field team conduct surveys with random subjects
- Helped compile and organize data from studies and marketing surveys

## Education

### Bachelor of Business Administration with Marketing Specialization

Howard University, Washington, DC | September 2014 - May 2018

# Blair L. Comstock

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Forward-thinking, organized Marketing Assistant with two years of experience collaborating with internal and external stakeholders to build and increase brand awareness. Adept at report preparation and preparation, researching market trends, and uncovering opportunities. Skilled in crafting captivating content and optimizing websites for stellar customer experiences.

## Key Skills

- Social media management
- Content creation & editing
- Problem-solving and communication skills
- Analytics & SEO
- MS Office, Adobe Creative Cloud Suite and Mediabase