



Emily Davis

Motivated digital marketing assistant eager to support team success

Detail-oriented digital marketing assistant with five years of experience supporting campaign development and execution. Proficient in coordinating tasks, managing schedules, and maintaining seamless project workflows for marketing teams.

CONTACT INFORMATION



(555) 678-1234



email@example.com



LinkedIn



Dallas, TX

EDUCATION

Bachelor of Arts in Communication
Texas A&M University, College Station, TX
June 2016

KEY SKILLS

- Content scheduling
- Email marketing tools (Mailchimp)
- Social media scheduling
- Task management

PROFESSIONAL EXPERIENCE

- **Digital Marketing Assistant, Spark Marketing Co.**
February 2021 – Present
 - Schedule and publish over 200 social media posts monthly across platforms like Twitter, Facebook, and LinkedIn, ensuring timely delivery
 - Assisted in drafting email marketing campaigns, achieving an average open rate increase of 10%
 - Maintain project schedules and facilitate communication between departments
- **Marketing Intern, Greenleaf Agency**
May 2020 – January 2021
 - Supported the creation of social media content, increasing engagement by 15% over three months
 - Researched market trends to inform blog topics and improve SEO rankings
 - Assisted in the coordination of virtual marketing events attended by 500+ participants

CERTIFICATIONS

- Hootsuite Social Media Marketing Certification, Hootsuite, December 2022