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Sophia Turner

Organized and innovative marketing administrative assistant with three years of experience supporting marketing teams. Skilled in social media coordination, event planning, and campaign tracking. Passionate about enhancing marketing efficiency through streamlined administrative processes.

CONTACT



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youremail@example.com



LinkedIn



Boston, MA 02108

KEY SKILLS

- Campaign coordination
- Event planning
- Marketing analytics
- Social media management
- Vendor relations

Professional Experience

MARKETING ADMINISTRATIVE ASSISTANT | BRIGHT IDEAS MARKETING, BOSTON, MA

JUNE 2020 - PRESENT

- Coordinated logistics for 10+ marketing campaigns annually, including vendor communications and material preparation
- Scheduled social media posts and monitored engagement, increasing follower growth by 25%
- Manage event planning for promotional launches, ensuring smooth execution and high attendance rates
- Track campaign metrics, providing detailed reports to senior marketing staff

OFFICE ASSISTANT | NEXTGEN ADVERTISING, BOSTON, MA

JANUARY 2019 - MAY 2020

- Supported the marketing team with scheduling, document preparation, and customer communication
- Assisted in creating and editing content for email campaigns

Education

- Bachelor of Science (B.S.) in Marketing
Boston University, Boston, MA | June 2018

Certifications

- Google Analytics Certification | Google | January 2021