

# ALDILA AINU RACHMAN

## MARKETING ASSISTANT

### PROFESSIONAL SKILLS

Copywriting  
Corporate blogging  
Project management  
Team management  
Market research  
Communication skills  
Networking expert  
Collaborative nature

### PERSONAL SKILLS

Creative spirit  
Reliable and professional  
Organized  
Time management  
Team player  
Fast learner  
Motivated

### CONTACT

+1 765 908 9900  
aldilaainurachman@gmail.com

### REFERENCES

CARL FERNANDEZ  
L-Corp. Manager  
carlfernandez@lcorp.com

### PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

### EXPERIENCE

#### MARKETING & COMMUNICATIONS ASSISTANT

Cypress Communications | Feb 2013 - Dec 2014

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing marketing campaigns
- Monitored press coverage

#### MARKETING ASSISTANT

World Mark Inc. | Apr 2012 - Jan 2013

- Handled the company's online presence - regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients

### EDUCATION

#### BACHELOR OF ARTS, MAJOR IN MARKETING, MINOR IN COMMUNICATIONS

University of Dundee | 2009 - 2013

### AWARDS

#### MOST OUTSTANDING COMMUNICATIONS EXPERT

Cypress Communications | Dec 2014

#### BEST INTERN

World Mark Inc. | Jan 2013