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ALEENA BRINKERHOFF

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 Cottonwood Heights, Utah

 Aleen Brinkerhoff

PROFILE

I am passionate about many things and one of them is learning. I study to add value to myself, and I will never stop. Thus, hiring me is like buying an asset that always increase in value.

EXPERIENCE

2020-Present

Marketing Intern

Anderson Advanced Ingredients

Perform market analysis and research on competition
Support the marketing team in daily administrative tasks
Manage Search Engine Optimization
Copywriting
Create marketing materials

2018-Present

Independent Photographer/Editor

Brinkerhoff Photography

Create Social Media Content
Manage customer relationship
Launch marketing campaigns
Responsible for Pre-production, Production and Post-production

2019

Executive Assistant

Yoli Better Body Company

Provide direct administrative assistance for COO
Prepare financial statements, reports, memos, invoice letters and other documents
Answering phones and routing calls to the correct person or taking messages
Work collaboratively with all staff to maintain a smooth working corporate environment

EDUCATION

High School Certificate

Siyanusorn School
2009-2012

Bachelor's of Arts

Assumption University of Thailand
2012-2016

Bachelor's of Science

University of Utah
2016

SKILLS

- Microsoft Office
- Adobe Creative Suite
- Creativity
- Data Analysis
- Problem solving

LANGUAGES

- Thai (Native)
- English (Proficient)
- French (Beginner)
- Spanish (Beginner)