

# Edward Narovcenko, Marketing Assistant/Executive

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Date of birth	14/05/1985	Nationality	Latvian
Place of birth	Riga, Latvia	Driving license	Full

**LINKS**                      [LinkedIn](#)

## PROFILE

Confident and assertive with years of experience of working in people led environments, from Sales, Marketing, Travel and Hospitality.

Possessing excellent organisational, communication, training and interpersonal skills, I am results orientated and able to work under pressure within tight deadlines.

Highly proficient in Microsoft and bespoke CRM systems, I am also fully conversant in various Databases and can use internet search engines with great ease.

I am looking for a permanent role from which I can thrive and build upon my skill set

## EMPLOYMENT HISTORY

Oct 2017 – Present	<b>Freelance, Milestone Graphics Agency</b>  - Webdesign - Graphic Design - Photography - Videography	Bristol
Mar 2018 – Present	<b>Marketing Executive, Prysm Group</b>  • Preparing and managing the content • Email marketing, including e-alerts, event invites and newsletters. • Managing social media – Twitter and LinkedIn. • Assisting with campaigns on a range of financial services topics. • Managing contacts for marketing purposes in a cloud CRM system and creating appropriate marketing lists and initiatives.	Bristol, United Kingdom
May 2017 – Mar 2018	<b>Sales Executive, Prysm Group</b>  • One of the Leading event companies in the UK • Since joining the company in May I have worked on the Business and Medical Convention (Neurology, Oncology and Imaging) VIP section of the shows • Consistently exceeded all targets, where i was the leading sales executive within the campaign • Developed relationships with high value clients to gain their attendance at the exhibition • Invited by company director to attend the show in order to further develop those relationships, because of my outstanding performance in generating business for the Sales Managers and ability to nurture relationships	Bristol, United Kingdom
Oct 2012 – Mar 2017	<b>Supervisor/Assistant Manager, Pizza Express</b>  Consistently provided professional, friendly and engaging service. Routinely supported other areas of the restaurant as requested, including answering telephones and completing financial transactions for other staff. Developed and maintained positive working relationships with others to reach business goals. Demonstrated genuine hospitality while greeting and establishing rapport with guests. Proactively prepared for large parties and reservations, anticipating planning and staffing needs. Resolved guest complaints quickly and efficiently.  Delivered quality service by providing a warm and welcoming environment. Assisted colleagues whenever possible. Continually monitored dining rooms for seating availability, service, safety and wellbeing of guests. Assisted with guest enquiries, take-away orders and restaurant cleanliness. Operated all kitchen equipment adeptly. Maintained high standards of cleanliness and sanitation. My other office duties were: cash handling and banking, stock counts, placing orders for front and back of house, entering invoices by a company policy.	Bristol

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## EDUCATION

Sep 2006 – Sep 2010

### Latvia University of Life Sciences and Technologies, Bachelor Degree

Jelgava, Latvia

The programme is aimed to educate academically educated specialists and new scientists with creative thought and competence to make decisions for promoting future development of food science and food production in Europe, competitiveness in foreign markets. Food product structure-mechanical properties, food sensory evaluation, sensory and consumer science, regulation of biochemical processes in human body, functional properties of food, natural substances in food system, food shelf-life analysis, development tendencies in nutrition science, genetically modified food, physical-and-chemical properties and metrology, food additive application, in food safety and identification of microorganisms, quality systems in food circulation, food system innovative development, entrepreneurship and marketing, perspective solutions in food packaging.

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## SKILLS

Digital Marketing	Experienced	Branding	Experienced
Business Development	Skillful	Design	Experienced
Social Media	Experienced	Web Design	Experienced
Email Marketing	Skillful	Communication	Experienced

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## COURSES

Aug 2016 – Aug 2017

Marketing, Google Digital Garage Certification

Jun 2018 – Jul 2018

Google Analytics, Google Digital Garage Certification

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## LANGUAGES

English	Highly proficient	Russian	Native speaker
Latvian	Highly proficient	Ukrainian	Very good command

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## REFERENCES

Jakub Kosmalski from Pizza Express

0798 629 5954/0117 927 3622

Liam Walker from Prysm Group

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