

Robert Smith

Asst. Founder

PERSONAL STATEMENT

A highly motivated, confident Co-Founder And COO with exceptional multi-tasking and organizational skills. Able to exhibit confidentiality, discretion, tact, diplomacy, and professionalism when dealing with directors or senior managers. Possessing a proven ability to help managers to make the best use of their time by dealing with their secretarial and administrative tasks. Ready and qualified for the next stage in a successful career. Currently looking for a suitable PA position with an ambitious company.

WORK EXPERIENCE

Asst. Founder

ABC Corporation - August 2015 - Present

Responsibilities:

- Creator and principal in consulting and freelance marketing firm, specializing in marketing, email marketing, social media, and copywriting.
- Creating graphic design, branding and website development for clients and firm promotion, including the creation and all content and graphics.
- Responsible for sales and production of near entirety of client work with outstanding feedback, recommendations, and 100% client retention.
- Created multiple press mentions within the first month of launch this august, including inc.
- Leveraged social media to promote services and gauge customer needs and preferences.
- Maintained day to day operations in all aspects of the site, social media, database management, customer service, etc.
- Engaging with users who make comments on social media, email inquiries via all blog posts.

President /Founder

ABC Corporation - 2010 - August 2015

Responsibilities:

- Participated in company management and development over the course of full- time graduate studies at a university with progressive leadership roles following graduation.
- Launched a highly-engaged b2b social community and attracted nearly 20,000 followers.
- Posted daily at specific times to gain more popularity and awareness among current followers and potential new customers via most social media outlets.
- Responsible for daily online socializing with current clientele and potential new clientele via Facebook, Instagram, Twitter, Linkedin, etc.
- Monitored Google analytics and other sources that generate how posts are viewed, perceived and evaluated by users.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant

CONTACT DETAILS

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www.qwikresume.com

SKILLS

Marketing, Graphic
Design, Website
Production, Social Media
Marketing, Writing,
Public Relations, Public
Speaking

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

to your current role.

Education

Master Of Arts in Communication - 2009 (Georgetown University - Washington, DC) Bachelor Of Arts in English And Writing - (Gettysburg College - Gettysburg, PA) Business - (Consulting Academy)