

Administrative Assistant Administrative Assistant Bucyrus, OH Authorized to work in the US for any employer Work Experience Administrative Assistant Ashland University - Mansfield, OH January 2015 to Present Freelance Web Design & Social Media Expert Carol Hunn - South Bend, IN February 2009 to July 2015 Responsibilities Creatively designing quality websites and graphics with a custom feel, keeping the customer in mind. Implementing SEO within websites with a results-driven attitude. Merging client s tactical business plans in with multiple social media platforms. Front End Cashier Buehler's Fresh Foods - Ashland, OH October 2014 to March 2015 Web Developer Lippert Components, Inc. - Elkhart, IN September 2013 to December 2013 Responsibilities Completed full SEO implementation on each individual page for optimal search engine crawling. Developed and edited over 150 product pages, which included product descriptions, related products and images. Coded several pages from scratch, which were then formed into a template. Volunteer Web Developer Texas Collie Rescue - South Bend, IN January 2010 to November 2011 Maintained all website-related materials by updating the website on a continual basis and recording all traffic, resulting in a substantial increase to over 500 visitors per week. Provided support and updates to social media websites to generate more traffic. Generated creative graphics and presentations for trade shows to increase donations and adoption rates. WEB DEVELOPMENT Amish Acres, LLC - Nappanee, IN 2009 to 2010 Utilized new ideas, cleaned up current procedures and researched future endeavors. ? Maintained all websites by updating information, featuring current information with a new outlook and researching new information to benefit the company. ? Provided support to social media websites, such as Twitter, Facebook and YouTube, while researching new social media venues. ? Assisted in email marketing, designing new HTML templates and researching new marketing venues. Web Development & Used Sales Support Jordan Motors, Inc. - Mishawaka, IN 2008 to 2009 Supported in developing a new website. Implemented new SEO and SEM practices to drive traffic, resulting in a 44.3 percent increase in one year with as much as 65 percent in one month. Developed a new lead follow-up system for sales and management staff to increase closing ratios from 12 percent to 33 percent in one year, as well as provided reports on these growths to upper management. Education M.A. in Digital Media

Communications Regent University - Virginia Beach, VA May 2010 B.A. in  
Communication/Journalism Bethel College - Mishawaka, IN May 2006 Skills Multiple Social Media  
Platforms Search Engine & Social Media Marketing Search Engine Optimization Copywriting &  
Editing Analytical Reports Public Speaking & Presentations Project Management Graphic  
Design & Page Layouts Public Relations Brand Management Email Marketing & Blogging  
Community Management Event Coordination Microsoft Office & FrontPage Adobe CS  
QuarkXPress HTML & CSS Mac & PC OS Joomla & WYSIWYG Editors Links  
<https://carollhunn.wixsite.com/portfolio> <http://www.facebook.com/carolscrochet> Assessments  
Proficiency with Microsoft Office: Mail & Calendar (Mac) Expert April 2019 Measures a candidate's  
proficiency in using Microsoft Office Mail and Calendar tools to manage their workload. Full results:  
[https://share.indeedassessments.com/share\\_assignment/1nbljpl1bpdrttuw](https://share.indeedassessments.com/share_assignment/1nbljpl1bpdrttuw) Intermediate Word  
Processing with Microsoft Word Expert April 2019 Measures a candidate's knowledge of  
intermediate Microsoft Word techniques including the use of formatting, Track Changes, and  
Comments. Full results: [https://share.indeedassessments.com/share\\_assignment/jo-naavsznnqkte](https://share.indeedassessments.com/share_assignment/jo-naavsznnqkte)  
Scheduling Expert April 2019 Measures a candidate's ability to cross-reference agendas and  
itineraries to avoid conflicts when creating schedules. Full results:  
[https://share.indeedassessments.com/share\\_assignment/5ezmxzit0zcmt-0n](https://share.indeedassessments.com/share_assignment/5ezmxzit0zcmt-0n) Proofreading Highly  
Proficient April 2019 Proofreading written texts. Full results:  
[https://share.indeedassessments.com/share\\_assignment/oifbwj3a-rlxdhwo](https://share.indeedassessments.com/share_assignment/oifbwj3a-rlxdhwo) Social Media Highly  
Proficient April 2019 Measures a candidate's ability to create content, communicate online, and build  
a brand's reputation. Full results:  
[https://share.indeedassessments.com/share\\_assignment/lt4aa2byoby2afd4](https://share.indeedassessments.com/share_assignment/lt4aa2byoby2afd4) Indeed Assessments  
provides skills tests that are not indicative of a license or certification, or continued development in  
any professional field. Additional Information References provided upon request.

Name: Catherine Adams

Email: milleramy@example.org

Phone: 699-946-7647x241