

CHEYENNE HUDSON

CONTACT



(754) 246 - 7963



CLEEHUDSON@HOTMAIL.COM



1531 DEKALB AVE
BROOKLYN, NY 11237

MY SKILLS



Proposal Writing
Marketing Communications
Project Management
Social Media
Microsoft Office Suite
Time Management
Editing
Administrative Assistance
Database Administration
Marketing Research
Written Communication
Organizational Development

REFERENCE



Erica Green
Ted Moudis Associates
(786) 208 - 5583
egreen@tedmoudis.com

Lili Arguelles
Marks & Fleischer, P.A.
(954) 696 - 1400
Lilianaarguelles@gmail.com

WORK EXPERIENCE



TED MOUDIS ASSOCIATES

PROPOSAL COORDINATOR

(2018 - PRESENT)

- » Draft and coordinate proposal documents for client approval
- » Collaborate with Project Managers in the development of proposals
- » Develop consistent company identity through branding best practices
- » Execute marketing initiatives efficiently to reach company milestones
- » Review and edit proposals to ensure accuracy and consistency

MARKS & FLEISCHER PA

LEGAL ASSISTANT

(2013 - 2018)

- » Managed office schedules, calendars and coordinated meetings
- » Maintained filing of legal documentation and retrieval systems
- » Supported legal team with administrative assistance
- » Prepared and oversaw legal correspondence with firm clientele
- » Fostered communication between the firm, courts and clientele

EDUCATION



BROWARD COLLEGE

2014

ASSOCIATE OF ARTS

BROWARD COLLEGE

2014

BUSINESS SPECIALIST TECHNICAL CERTIFICATE

PERSONAL



I've mastered the art of multitasking by reading while listening to music on the L train. Speaking of the L, I was featured in The Gothamist commenting on the negative qualities of said train. I spend too much of my free time imagining myself in the Wizarding World (Ravenclaw if you were wondering)