

FELICIA BOGHIU

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PROFILE

A creative and enthusiastic life-long learner with an educational background in Communications and extensive professional experience in Digital Marketing, Content Management, and Administrative Support.

SOFT SKILLS

Interpersonal Communication
Adaptability & attention to detail
Teamwork & collaboration
Organization & resourcefulness
Critical & analytical thinking
Problem-solving skills
Confidentiality & professionalism

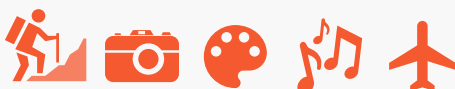
TECHNICAL SKILLS

Canva
Microsoft Office Suite
Google Workspace, Adobe PDF
Slack, Monday.com, Trello
Hootsuite, MailChimp
WordPress, HTML, CSS

LANGUAGES

English, Romanian, Spanish, Russian

INTERESTS



EDUCATION

2011 - 2014

Moldova State University

Communications

March 2020

CodeOp

Full Stack Development Bootcamp

EXPERIENCE

March 2020 - Present

Content Manager & Podcast Producer

ASEB (Alzheimer's Services of the East Bay)

- Support the CEO/podcast host throughout the conceptualization, recording, and post-production process.
- Guest research and scheduling.
- Plan and execute all web, SEO/SEM, email, social media, and display ad campaigns.
- Create, edit and post engaging text, audio, and video content across social media platforms.
- Brainstorm new and creative growth strategies.

September 2021 - Present

Office Administrative Assistant

TaraNova Real Estate (Calgary, AB)

- Greet clients, answer the telephone, and make follow-up calls.
- Prepare correspondence, schedule meetings, and make travel arrangements.
- Prepare real estate forms and documents.
- Maintain electronic and paper filing systems.
- Manage a client database and prepare reports.
- Design promotional materials and email campaigns.