



# Tara Thoubboron

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## PROFILE

Ambitious and energetic individual seeking a career in account management in Bend, Oregon. I have a background in advertising, digital media, account management, international affairs, community involvement, and nonprofit work. I am highly organized, detail-oriented, and enjoy problem solving. I am comfortable working in teams, as well as independently, and thrive in new learning environments.

## EXPERIENCE

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### *Account Strategist, MyWebGrocer*

Winooski, VT — May 2015 to Present

- Serve as the main point of contact for a group of high priority CPG accounts including: Coca-Cola, Dole Foods, General Mills, SC Johnson etc.
- Utilize Salesforce to communicate RFPs, IO requests, internal campaign set-up tasks.
- Complete the build of proposals utilizing Google DoubleClick For Publishers.
- Delegate campaign set-up tasks and triage incidents as needed to ensure timely launch and successful delivery of campaigns.
- Build lasting relationships with CPG partners/agency teams/retail partners.
- Establish success metrics and monitor campaign performance to ensure benchmarks are met and exceeded wherever possible — facilitate internal optimization brainstorming.

### *Administrative Assistant, Jac Huntley*

Burlington, VT — Feb. 2013 to Present

- Create a positive and welcoming environment for the customer
- Maintain client cards and information.
- Organize the schedule to best suit the needs of the clients, as well as the stylists.
- Answer client questions via telephone and email.

### *Financial Aid Counselor, Vermont Student Assistance Corp.*

Winooski, VT — Nov. 2014 to March 2015

- Analyze loan accounts, assess customer situations and exercise professional judgment to determine eligibility for entitlement and discretionary repayment plans.

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## EDUCATION

University of Vermont

Burlington, VT — B.A. Global Studies, Economics Minor, Graduated May 2013  
GPA 3.57

Trinity College

Dublin, Ireland — Study Abroad, Fall 2012

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## SKILLS / AWARDS

Intermediate Spanish Speaker

Proficient in Microsoft Word, Excel, Powerpoint, and Social Media

Dean's List – University of Vermont

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## ACTIVITIES

Participant

- Trinity College Honors Program
- Trinity College Historical Society
- Trinity College Surf Club
- IES Abroad Ambassador

Volunteer

- Everybody Wins Vermont-Reading Mentor
- All Breed Rescue Vermont
- Thailand Elephant Conservation