

Lindsay Superczynski

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Experience

Account Manager, SocialToaster, Inc.

September 2015 – Present

- Provide strategic support to clients for social ambassador program, and general social posting
- Design client branded web pages for fan ambassador programs
- Create content calendars to schedule social communications and emails for clients
- Generate and curate content for brand's social media profiles

Account Manager, Maryland Brand Management

January 2015 – July 2015

- Provide direct customer service through phone and email communication with clients.
- Receive and enter orders and provided updates and information to all salesmen.
- Maintain a production schedule of jobs and orders in-house in order to ensure timely delivery.
- Create content, schedule, and manage posts on all relevant social media sites.
- Manage website through web design in Wordpress.

Hostess, Thames Street Oyster House

June 2014 – November 2014

- Book reservations and organize schedule each day by maintaining a seating chart.
- Greet guests warmly and escorted them to seating throughout the restaurant.

Assistant Manager, Rita's Italian Ice

2009 – June 2014

- Responsible for taking orders, making products, and completing transactions in a timely manner.
- As an assistant manager, responsible for overseeing shifts and day-to-day activities in store.

Education

Loyola University Maryland 2012 - 2015

Honors Program Member; Presidential Scholar; and Varsity Athlete, Women's Rowing

Institute of Notre Dame 2008 – 2012

President, National Honor Society (2012); Captain, Rowing Team (2011-2012)

Skills

I am well trained to handle client questions and concerns, and consult my management to resolve problems when necessary. I am confident when leading groups, making decisions and delegating responsibilities. I am extremely experienced in Microsoft Office including MS Word, PowerPoint, and Excel. I am an expert in social media copywriting, strategy, and content creation for networks including Twitter, Facebook, Instagram, YouTube, and LinkedIn.