- Contact Information

Email

james.smith@email.com

Address

2133 Elsei Drive, Chicago, IL, US

Phone

2126353564

- Skills

B2B Business Strategies

French - Advanced

Conflict Resolution

Apache

Budget Forecasting

Java

Time Management

Leadership

Client Database Management

Big Data

- Languages

French

Advanced

- James Smith

-

Executive Adiministrative Assistant with over 10 yrs of experience providing thorough and skillfull support to senior executives

- Experience

Communications Specialist

-Composed, revised and proofread corporate communications and marketing materials

-Developed AdVibes Magazine in conjunction with the content team, resulting in a circulation of 5,000+

-Restructured linguist database to improve accessibility and overall team organization

AdVibes Marketing Agency

Seattle, WA

June-2013March-2017

- Education

Bachelor of Arts

Deanâ€™s List 2008-2010, GPA, special accomplishments, theses etc.

University of Wisconsin-Madison

Madison, Wisconsin

2010

Bachelor of Arts

Deanâ€™s List 2008-2010, GPA, special accomplishments, theses etc.

University of Wisconsin-Madison

Madison, Wisconsin

2010

Bachelor of Arts

Dean's List 2008-2010, GPA

University of Wisconsin-Madison

Madison, Wisconsin

2010

- Projects

Designer of website theme called "Executive Glamour," which was later sold to a major architecture website and net sales of $1.3 million. Oversaw and guided team of 8 website developers and launched 5 weeks ahead of schedule.

- Achievements

Fine Wines to Dine, Inc.

Designed wine pairings that resulted in an 15% increase in online sales.

- Certifications & Courses

-Certified Public Accountant (CPA) certificate, #D54617398A, October 2010

- Honors & Awards

1st place, Best Senior Thesis prize for 2013

$2,500 prize and honorary plaque

- Publications

"The High Price of Low Cost Hotels." Hotels Mag. (2008).

www.hotelsmag.com/articles/hotelreservationsontherise

- References

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