




Sophia Turner

Marketing Administrative Assistant

Organized and innovative marketing administrative assistant with three years of experience supporting marketing teams. Skilled in social media coordination, event planning, and campaign tracking. Passionate about enhancing marketing efficiency through streamlined administrative processes.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 Boston, MA 02108

KEY SKILLS

- Campaign coordination
- Event planning
- Marketing analytics
- Social media management
- Vendor relations

PROFESSIONAL EXPERIENCE

June 2020 - Present

Marketing Administrative Assistant | Bright Ideas Marketing | Boston, MA

- Coordinated logistics for 10+ marketing campaigns annually, including vendor communications and material preparation
- Scheduled social media posts and monitored engagement, increasing follower growth by 25%
- Manage event planning for promotional launches, ensuring smooth execution and high attendance rates
- Track campaign metrics, providing detailed reports to senior marketing staff

January 2019 - May 2020

Office Assistant | NextGen Advertising | Boston, MA

- Supported the marketing team with scheduling, document preparation, and customer communication
- Assisted in creating and editing content for email campaigns

EDUCATION

Bachelor of Science (B.S.) in Marketing

Boston University, Boston, MA | - June 2018

CERTIFICATIONS

Google Analytics Certification, Google, February 2021