





Emily Davis

Motivated digital marketing assistant eager to support team success

Detail-oriented digital marketing assistant with five years of experience supporting campaign development and execution. Proficient in coordinating tasks, managing schedules, and maintaining seamless project workflows for marketing teams.

CONTACT

-  (123) 456-7890
-  youremail@example.com
-  LinkedIn | Portfolio
-  Atlanta, GA 30303

EDUCATION

Bachelor of Arts in Communication
Graphic Design
Texas A&M University, College Station, TX
June 2016

KEY SKILLS

- Content scheduling
- Email marketing tools (Mailchimp)
- Social media scheduling
- Task management

PROFESSIONAL EXPERIENCE

- **Digital Marketing Assistant, Spark Marketing Co.**
February 2018 – Present
 - Schedule and publish over 200 social media posts monthly across platforms like Twitter, Facebook, and LinkedIn, ensuring timely delivery
 - Assisted in drafting email marketing campaigns, achieving an average open rate increase of 10%
 - Maintain project schedules and facilitate communication between departments
- **Marketing Intern, Greenleaf Agency**
May 2020 – January 2021
 - Supported the creation of social media content, increasing engagement by 15% over three months
 - Researched market trends to inform blog topics and improve SEO rankings
 - Assisted in the coordination of virtual marketing events attended by 500+ participants

PROFESSIONAL DEVELOPMENT

- **Hootsuite Social Media Marketing Certification | Hootsuite,**
December 2022 - February 2025