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# Sophia Nguyen

## Marketing Production Assistant

Marketing production assistant with five years of experience. Skilled in managing creative assets, coordinating schedules, and optimizing workflows.

## CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  City, ST

## KEY SKILLS

- Campaign coordination
- Content management
- Email marketing tools (Mailchimp, Constant Contact)
- Social media strategy
- Workflow optimization

## EDUCATION

Bachelor of Science in Marketing  
University of Colorado  
Boulder, CO | Present

## PROFESSIONAL EXPERIENCE

### MARKETING PRODUCTION ASSISTANT | BRIGHTEDGE MEDIA, DENVER, CO MARCH 2020 – PRESENT

- Supported marketing campaigns for over 30 clients by coordinating content creation and distribution schedules
- Managed social media calendars, increasing follower engagement by 40% across platforms
- Collaborated with designers and writers to develop assets, ensuring timely delivery

### MARKETING INTERN | PEAK DIGITAL STRATEGIES, DENVER, CO JUNE 2019 – FEBRUARY 2020

- Created and scheduled email campaigns, achieving an average open rate of 25%
- Assisted with client reporting and analytics using Google Analytics and Excel
- Conducted research to identify trends and opportunities for marketing strategies