**FULL NAME**

04 XX XXX XXX

email@gmail.com  
Address

**PROFILE**

*Reliable, highly motivated and hard worker I’m seeking a position as Marketing Assistant.**I believe my previous experiences and personal qualities give me the perfect abilities to fit the job requirements. I'm available for a full-time position and can start this new role early December.*

**SKILLS & STRENGTH**

* **Experienced to develop and deliver marketing campaigns**: benchmark of competitors, studies of supply and demand, studies of prospects and customers, prospecting, mailing, phoning, digital campaigns on the internet and on networks.
* **Very motivated**, I enjoy working in a team to exchange ideas
* **Excellent organisational skills**: post-campaign reports and monthly media reports
* **Languages:** French, English

**EXPERIENCES**

**NUMBER AGENCY** Dec 2019 to Dec. 2022

(Sydney branding Agency) Marketing Assistant – Full time

Management of day-to-day requirements of assigned accounts, executing a diverse range of brand and marketing projects and campaigns.

Assistance to the Director of Client Service & Marketing in developing and executing the

BrandMatters marketing plan, including:

* Generating new ideas for Number Agency marketing and lead generation
* coordinating direct-mail campaigns and phone follow-up of campaigns
* keeping the CRM system up to date and championing the system internally
* assisting with the website upgrade and content changes

**PETIT BATEAU** June 2019 to Dec. 2019

(Paris - France) Marketing Assistant – Internship

My responsibilities included:

* Daily market research: monthly and annual reports shared with the team
* Proposal for study topics
* Response to local and national project requests
* Design and writing of digital campaigns: mailing, Google Ads, social networks, landing page

**EDUCATION BACKGROUND**

Completed in 2019: Bachelor's degree in Marketing and Communication – University of Paris, France

Completed in 2017: Licence degree in Business and Marketing School

**HOBBIES & INTERESTS**

* Extensive travels through Europe and Asia
* Photography
* Music (playing piano for 13 years)
* Knowledge of Adobe Photoshop, Illustrator and InDesign

**HOBBIES AND INTERESTS**

**REFEREES**

References available on request.