

Heather Donahue



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Professional Summary

Reliable marketing assistant who is able to turn even the most complex instructions into a completed assignment. Adept at utilizing computer software, working as part of a team and making sure that all assignments are completed on or before their deadlines. Specializes in communicating and presenting ideas, working with large groups and auditing information for accuracy.

Core Qualifications

- ☐ Dedicated to meeting all deadlines
- ☐ Extremely strong computer skills
- ☐ Excellent team organizer or at being a working part of a team
- ☐ Reliable employee willing to work flexible hours
- ☐ Willing to travel if necessary
- ☐ Excellent people and communication skills

Experience

Marketing Assistant Treat Marketing

3/1/2015 - present
New Parkland, CA

- ☐ Helped organize and arrange all paperwork that dealt with marketing surveys and studies.
- ☐ Assisted in executing all studies and gathering the final information.
- ☐ Assisted in putting findings of each study into a format that was easy for customers to utilize.

Marketing Assistant Hallway Associates

1/1/2013 - 3/1/2015
New Parkland, CA

- ☐ Responsible for coordinating survey taking personnel who would go to designated areas to talk to random subjects.
- ☐ Part of a team that would call out to random test subjects to do phone surveys.
- ☐ Helped to coordinated client reports at the end of each study and also helped audit final information.

Marketing Assistant Paston Marketing

6/1/2010 - 1/1/2013
New Parkland, CA

- ☐ Part of a team that would go out into the field and conduct surveys with random subjects.
- ☐ Part of a team that would make outbound calls to random subjects to do phone surveys.

Education

B.S. Marketing
University of California

2010